



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
JOINT MEETING AGENDA OF THE HUMAN RESOURCES COMMITTEE AND BOARD OF
TRUSTEES**

Weston Municipal Center Board Room
4747 Camp Phillips Rd, Weston, WI 54476

Monday, February 06, 2023 @ 5:00 p.m.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. No officials' actions other than those of the Human Resources Committee shall take place.

ATTENDEES MAY ALSO PARTICIPATE VIA ZOOM

Join Zoom Meeting:

<https://zoom.us/j/5445915099>

Join Zoom Meeting by Phone:

+1 312 626 6799 US (Chicago)

Meeting ID: 544 591 5099

AGENDA ITEMS

1. Board of Trustees Call to Order & Welcome by President Maloney.
2. Human Resources Committee Call to Order & Welcome by Chairperson Hartinger.
3. Roll Call by Clerk

Human Resources Committee: Weiland, Hartinger, Hackbarth, Dirks-Luebbe and Hegg

Board of Trustees: Maloney{p}, Ermeling{vp}, Cronin, Fiene, Hartinger, Weiland, and Zeyghami
4. [Approval of Joint Human Resources Committee and Joint Board of Trustees Meeting Minutes of December 13, 2022](#)
5. Public comments

UNFINISHED BUSINESS

6. [Approval of Village Pay Plan](#)

NEW BUSINESS

7. Update on Current Developments/Changes in Human Resources Matters
 - a. Tatro Retirement
 - b. Assistant Planner
 - c. Building Inspector/Building Manager
 - d. Building Inspector Recruitment
 - e. Upcoming considerations with Org Chart

8. Administrator Succession – Discussion and Possible Action on Recommendations for Process to Recruit and Hire next Administrator.

MOVE TO CLOSED SESSION PER §19.85(1)(c) 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 compensation adjustments for employee retention and competitiveness in current labor market.

MOVE TO CLOSED SESSION PER §19.85(1)(f) “considering financial, medical, social or personal histories or disciplinary data of specific persons... which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations” – to wit: Utility Clerk.

and

MOVE TO CLOSED SESSION PER 19.85(1)(g) to consider “.....conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.”

RECONVENE TO OPEN SESSION

POSSIBLE ACTION ON CLOSED SESSION ITEMS

REMARKS FROM TRUSTEES

REMARKS FROM PRESIDENT

ADJOURN



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
JOINT MEETING MINUTES OF THE HUMAN RESOURCES COMMITTEE AND BOARD OF
TRUSTEES

Weston Municipal Center Board Room
4747 Camp Phillips Rd, Weston, WI 54476

Tuesday, December 13, 2022 @ 4:45 p.m.

- Board of Trustees Call to Order & Welcome by President Maloney.**
The meeting was called to order by President Maloney at 4:45 p.m.
- Human Resources Committee Call to Order & Welcome by Chairperson Hartinger.**
The meeting was called to order by Chairperson Hartinger at 4:45 p.m.

3. **Roll Call by Clerk**

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

<u>Board of Trustees</u>	<u>Present</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes- ZOOM
Cronin, Steve	Yes
Fiene, Nate	Yes-ZOOM
Ermeling, Barb	Yes
Maloney, Mark	Yes
Zeyghami, Hooshang	No-excused

- Approval of Human Resources Committee Meeting Minutes of October 24, 2022**

Motion by Hackbarth, second by Dirks-Luebbe to approve the meeting minutes from October 24, 2022

Yes Vote: 9 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	Yes
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes

<u>Board of Trustees</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes
Cronin, Steve	Yes
Fiene, Nate	Yes
Ermeling, Barb	Yes
Maloney, Mark	Yes
Zeyghami, Hooshang	----

5. **Public comments**
None

NEW BUSINESS

6. **Proposed 2023 Village Classification and Compensation Matrix and recommended reclassification of specific positions**

Donner spoke about the proposed 2023 Village Classification and Compensation Matrix.

Motion by Cronin, second by Hackbarth to defer to January 2023 meeting with updated CPI information that is based on local/State data.

Yes Vote: 9 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	Yes
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes

<u>Board of Trustees</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes
Cronin, Steve	Yes
Fiene, Nate	Yes
Ermeling, Barb	Yes
Maloney, Mark	Yes
Zeyghami, Hooshang	----

7. **Acknowledge recent staff resignation notices:**
Shawn "Scott" Tatro

Motion by Cronin second by Ermeling to acknowledge Shawn “Scott” Tatro. Q/Hackbarth and Dirks-Luebbe recommends a new letter be drafted with the language changed from resignation to retirement and a new letter be submitted for the next meeting. Cronin withdraws his motion; Ermeling withdraws her 2nd.

Yes Vote: 9 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	Yes
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes

<u>Board of Trustees</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes
Cronin, Steve	Yes
Fiene, Nate	Yes
Ermeling, Barb	Yes
Maloney, Mark	Yes
Zeyghami, Hooshang	----

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: 2023 employee compensation adjustments.

Motion by Cronin, second by Ermeling to move the Board of Trustees into Closed Session at 5:15 p.m.

Roll Call by Deputy Clerk Chibeya

<u>Board of Trustees</u>	<u>Present</u>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes- ZOOM
Cronin, Steve	Yes
Fiene, Nate	Yes-ZOOM
Ermeling, Barb	Yes
Maloney, Mark	Yes
Zeyghami, Hooshang	No-excused

Motion by Hartinger, second by Hackbarth to move Human Resources Committee into Closed Session at 5:18 p.m.

Roll Call by Deputy Clerk Chibeya

<u>Human Resource Member</u>	<u>Present</u>
Hartinger, Jasper	Yes
Weiland, Jamie	No
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	Yes
Hegg, Robin	Yes-ZOOM

RECONVENE TO OPEN SESSION

Motion by Ermeling, second by Cronin to reconvene the Board of Trustees to open session.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 2 Result: Pass

<u>Board of Trustees</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	No
Cronin, Steve	Yes
Fiene, Nate	Yes
Ermeling, Barb	Yes
Maloney, Mark	Yes
Zeyghami, Hooshang	----

Motion by Hackbarth, second by Dirks-Luebbe to reconvene the Human Resources Committee to open session.

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

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	No
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	Yes
Hegg, Robin	No

POSSIBLE ACTION ON CLOSED SESSION ITEMS

Motion by Hartinger second by Hackbarth to approve a 5% increase across the board effective the first payroll in January 2023 by the Human Resources Committee.

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

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	No
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	Yes
Hegg, Robin	No

Motion by Hartinger second by Cronin to approve a 5% increase across the board effective the first payroll in January 2023 by the Board of Trustees.

Yes Vote: 5 No Votes: 0 Abstain: 0 Not Voting: 2 Result: Pass

<u>Board of Trustees</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	No
Cronin, Steve	Yes
Fiene, Nate	Yes
Ermeling, Barb	Yes
Maloney, Mark	Yes
Zeyghami, Hooshang	----

REMARKS FROM TRUSTEES

None

REMARKS FROM PRESIDENT

None

FUTURE ITEMS

Next meeting date: January 2023 to be announced.

ADJOURN

Motion by Hartinger, second by Cronin to adjourn at 5:55 pm.

Yes Vote: 7 No Votes: 0 Abstain: 0 Not Voting: 2 Result: Pass

<u>Human Resource Member</u>	<u>Voting</u>
Hartinger, Jasper	Yes
Weiland, Jamie	No
Hackbarth, Linda	Yes

Dirks-Luebbe, Micki
Hegg, Robin

Yes
No

Board of Trustees

Voting

Hartinger, Jasper
Weiland, Jamie
Cronin, Steve
Fiene, Nate
Ermeling, Barb
Maloney, Mark
Zeyghami, Hooshang

Yes
No
Yes
Yes
Yes
Yes

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

PUBLIC MTG/DATE:	HUMAN RESOURCES COMMITTEE AND BOARD OF TRUSTEES 02/06/2023
DESCRIPTION:	PROPOSED 2023 VILLAGE COMPENSATION PLAN
FROM:	KEITH DONNER, ADMINISTRATOR
QUESTION:	DO THE HUMAN RESOURCES COMMITTEE AND THE BOARD OF TRUSTEES SUPPORT THE ADMINISTRATOR'S RECOMMENDED 2023 COMPENSATION PLAN?

BACKGROUND

At the Joint meeting of the Human Resources Committee and Board of Trustees of December 13, 2022, meeting minutes Item No. 6 of the agenda was:

Proposed 2023 Village Classification and Compensation Matrix and recommended reclassification of specific positions.

Donner spoke about the proposed 2023 Village Classification and Compensation Matrix.

Motion by Cronin, second by Hackbarth to defer to January 2023 meeting with updated CPI information that is based on local/State data.

The intention for this item at the December 13, 2022, joint meeting of the Board of Trustees and HR Committee was to address questions from the HR Committee meeting of October 24, 2022, which were:

1. Department heads to review the minimum and maximum hiring wage based off the county study as well as any employees that have been employed under 7 years.
2. Department heads to look at entry level positions and what the adjustment would be based on the county's study and if any new hires that would fall into that category and what adjustment would need to be made.
3. Performance Evaluation of our employees so we can look at a broad range of 3-5% and merit-based bonus.

Background information for the December 13, 2022 meeting included closed session materials addressing #3 above. After discussion the recommendation from the HR Committee, adopted by the Board, was approval of a 5% across the board market adjustment in base wages for all employees for 2023, effective the first full payroll of the year.

Items #1 and #2 are related to the Village's Classification and Compensation Matrix. It was evident from discussion at the December 13, 2022, joint meeting that the use of the term "Matrix" was not favored and distracts from what the item is, the Pay Plan for Village employees.

The proposed Pay Plan is the same as presented at the December 13, 2022, joint meeting but, repackaged for better clarity. Prior documents can be referenced at the links provided later in this report.

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

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

A structural adjustment to the Village's Pay Plan had been discussed and recommended at the October 30, 2022, meeting of the HR Committee. The committee felt a structural adjustment should be done since no such adjustment had been made to the Village pay plan since 2019 heading to 2020. Going into 2022 there was a lag of 3 years going to 2023. There is discussion of the amount of this adjustment in the materials provided for the meeting of December 13, 2022, 12.55%. Committee members questioned the use of 12.55% as being too high since it is based on a [national Consumer Price Index](#). **Data on the [CPI for Wisconsin as used statewide by the Wisconsin Department of Revenue for Expenditure Restraint determination](#) indicates CPI for Wisconsin has increased by 12.5% for the same period.**

The bottom line is that the Village's base pay rates in the existing pay plan have not kept pace with the current economic situation. The Village's situation is similar to that of Marathon County's as was described in the County wage study.

The proposed pay plan for 2023 reflects current market conditions for similar jobs. If the Village does not adjust base wages for the jobs in lower classifications we will lose employees to other area employers, public and private, when looking at those with Commercial Driver's Licenses. Rather than focus on a percentage of base wage adjustment the focus should be on locally competitive pay rates. The proposed pay plan accomplishes this.

It is proposed that the Technology Director position be reclassified to Grade O. This will put the IT Manager data in line with the Central and Western Wisconsin Wage Study and with IT Network Engineer position in Marathon County. Pay range for this position is Minimum of \$39.02 with Market rate of \$44.60. A very similar position comparison exists in the area with the Village of Plover as well.

Director Wodalski has provided a more detailed comparison and explanation of positions within the Public Works Department.

Here is the link to materials for the [230206 HR Meeting](#)

[The Central and Western Wisconsin 2022 Wage Study is available in the Cloud Drive along with other related information.](#)

Link to the October 2022 meeting of the HR Committee and BOT - https://villageofweston-my.sharepoint.com/:f/g/personal/kdonner_westonwi_gov/EmaoHKKIBFhAnkneaJWvHKUB2-i4lzKRWzPESWPMW03rlw?e=Q2kDVb

Link to materials for open session of December 2022 meeting of the HR Committee and BOT https://villageofweston-my.sharepoint.com/:f/g/personal/kdonner_westonwi_gov/EoTWxQHNqD1CingbiKRJQCoBWC07X9uoAL5WR Lk_ZKZ2Yg?e=ZVOMDQ

Information on Compensation Adjustments for closed session discussion will be transmitted separately to Trustees and HR Committee members

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

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Human Resources Committee – 02/06/2023
Description:	Village Compensation Plan
From:	Michael Wodalski, Director of Public Works
Question:	Should the Human Resources Committee Recommend Approving the revised 2023 Pay Plan for the Village of Weston?

Background

The goal of the Village's compensation plan is to first retain existing employees and secondly to attract future employees to work for our organization. The pay plan provides a guideline to staff as far as what the pay for a particular position is and is also a way to assure the public that the Village is not paying employees out of market rates.

The Village last updated its compensation pay ranges in December 2019. In Fall 2022 Village staff was tasked with reviewing the pay ranges, finding comparable pay plans/ranges and presenting updated pay ranges to the Human Resources Committee and Village Board for adoption.

The recommended pay plan appears on the following pages and reflects adjustments making the Villages market competitive. From the Public Works perspective, positions were compared to not only the latest Marathon County study, but also surrounding communities which include Antigo, Marshfield, Rothschild, Schofield, Stevens Point, Wausau and Wisconsin Rapids. The rates shown below were from job postings from those communities.

- Data from those communities shows:
 - o Average CDL advertised rate is **\$25.35/hr**;
 - o Average CDL advertised range is **\$22.05/hr - \$28.48/hr**

The proposed changes to the Village's pay plan has a Public Works Operator (Grade H) (Employee with a CDL) with a hiring range of **\$23.00/hr - \$26.28/hr** which fits within the Average advertised rate and ranges for a similar position in neighboring Central Wisconsin Communities. Additionally, this range also fits within the Marathon County Range for a Highway Section Worker.

The issue the Village currently has is the current hiring range for the Public Works Operator position is **\$19.49/hr - \$22.27/hr** which does not fit what neighboring communities are hiring at.

On the utility side, the Wisconsin Rural Water Association publishes an annual wage report which was used to also double check those positions placement on the pay plan.

REQUEST FOR CONSIDERATION

- Average Statewide Utility Operator Pay (an operator is a licensed DNR water system operator) ranged from **\$27.00/hr to \$30.83/hr**.
 - o The proposed adjusted rates for the Utility Operator (Grade I) and Senior Utility Operator (Grade J) have market rates of **\$27.86/hr** and **\$30.63/hr** respectively.

The Statewide data for these positions then are a close match to the revised pay ranges and also keeps the internal equity in place within the organization.

The Marathon County study was utilized as a starting point for comparison and then job postings within the State for similar positions were reviewed for the other positions within the Public Works Department which included: Director of Public Works, Deputy Director/Operations Manager, Utility Superintendent, Utility Foreman, Fleet Foreman/Supervisor, Mechanic and GIS positions. The proposed pay ranges reflect current market data for these positions and assures the Village of Weston is paying a competitive wage.

Secondarily, if the revised pay ranges are approved for 2023, the Public Works Director's recommendation is to provide a pay increase to those employees who would be below the minimum amount of the pay grade. There are also a few other proposed increases to maintain internal equity amongst staff based on the skills, knowledge and abilities of staff. (These items will be discussed in closed session on February 6)

Attached Docs: Recommended 2023 Pay Plan

Committee Action: N/A

Fiscal Impact:

Recommendation: The Public Works Director (and Administrator) recommend implementing the updated 2023 Pay Plan

Recommended Language for Official Action

I move to approve the updated 2023 Pay Plan as presented.

Or, Something else

Additional action:

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

2023 PAY PLAN

30-Jan-23

Grade	Position	Minimum	Market AVG	
			Mid-Point	Maximum
T	Administrator	\$ 113,838.40	\$ 130,104.00	\$ 156,124.80
		\$ 54.73	\$ 62.55	\$ 75.06
R	Director of Public Works	\$ 96,428.80	\$ 110,198.40	\$ 132,204.80
		\$ 46.36	\$ 52.98	\$ 63.56
Q	Director of Finance Director of Planning & Development	\$ 91,332.80	\$ 104,374.40	\$ 125,236.80
		\$ 43.91	\$ 50.18	\$ 60.21
O	Director of Technology	\$ 81,161.60	\$ 92,768.00	\$ 111,300.80
		\$ 39.02	\$ 44.60	\$ 53.51
N	Deputy Director of Public Works	\$ 76,107.20	\$ 86,985.60	\$ 104,374.40
		\$ 36.59	\$ 41.82	\$ 50.18
M	Clerk Director of Parks & Recreation Utility Superintendent	\$ 70,990.40	\$ 81,161.60	\$ 97,406.40
		\$ 34.13	\$ 39.02	\$ 46.83
L	Deputy Director of Finance Economic Development Coordinator Building Inspector/Building Manager	\$ 65,457.60	\$ 74,796.80	\$ 89,793.60
		\$ 31.47	\$ 35.96	\$ 43.17

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

2023 PAY PLAN

30-Jan-23

Grade	Position	Market AVG		
		Minimum	Mid-Point	Maximum
K	Fleet Foreman	\$ 60,840.00	\$ 69,555.20	\$ 83,470.40
	Street Foreman	\$ 29.25	\$ 33.44	\$ 40.13
	Property/Residential Inspector			
	Public Relations & Employee Resources Assistant			
	Utility Foreman			
	Aquatic Center Manager			
J	Utility Technician	\$ 55,764.80	\$ 63,710.40	\$ 76,502.40
	Utility Senior Operator	\$ 26.81	\$ 30.63	\$ 36.78
	Mechanic			
	Public Works Crew Leader			
	Assistant Planner			
I	Arborist/Forester	\$ 50,689.60	\$ 57,948.80	\$ 69,513.60
	Utility Operator	\$ 24.37	\$ 27.86	\$ 33.42
	Public Works Senior Operator			
H	Planning/Development Technician	\$ 47,840.00	\$ 54,662.40	\$ 65,624.00
	Public Works Operator	\$ 23.00	\$ 26.28	\$ 31.55
	Administrative Support Specialist/Deputy Clerk 3			
	Utility Clerk			
G	Utility Maintainer			
	Public Works Maintainer	\$ 42,536.00	\$ 48,588.80	\$ 58,344.00
	Administrative Support Specialist/Deputy Clerk 2	\$ 20.45	\$ 23.36	\$ 28.05
	Finance Support Specialist			

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

2023 PAY PLAN

30-Jan-23

Grade	Position	Minimum	Market AVG	Maximum
			Mid-Point	
F	Administrative Support Specialist/Deputy Clerk 1	\$ 37,211.20	\$ 42,515.20	\$ 51,001.60
		\$ 17.89	\$ 20.44	\$ 24.52
E		\$ 34,195.20	\$ 39,104.00	\$ 46,883.20
		\$ 16.44	\$ 18.80	\$ 22.54
D	Seasonal Maintenance Worker Office Assistant	\$ 31,907.20	\$ 36,441.60	\$ 43,721.60
		\$ 15.34	\$ 17.52	\$ 21.02

STAFF REPORT

Public Mtg/Date:	Joint Meeting of Board of Trustees and Human Resources Committee – 02/06/2023
Description:	Report on Current Developments/Changes in Human Resources Matters
From:	Keith Donner, Administrator
Question:	None, Briefing of Committee and Board on HR matters. Feedback and Discussion is Welcome.

Background

A few bullet points for update of the HR Committee and Board of Trustees.

- [Scott Tatro retired from full time service with the Village.](#) His last day was January 13th. We wish him the best.
- Aaron Anklam joined the staff as Assistant Planner on January 16th. Aaron had recently been working on an LTE basis with Marathon County Conservation, Planning, & Zoning.
- [Roman Maguire has been designated as the Village's Building Inspector](#) (position required by statute). We revised the job description with Tatro's retirement as he had a Commercial Electrical Inspector credential and we will not have that expertise in-house for the time being. We will also be outsourcing or redirecting duties that Tatro performed (particularly street light circuit locating, hands on electrical work requiring licensure, and others). Duties of Maguire's role will include "Building Manager" (as did Tatro's) but, with our new building we realize we will have more systems to monitor and maintain. Public Works Director, Wodalski, has coordinated bringing on a maintenance management software package to track maintenance records for systems and components in the new building. This is an effort that involves other staff such as Parks, Utilities, and our mechanics. Warranties on our new building components will run for a year so we have some time to get everyone acclimated. We will discuss adjustment of the salary for this position in closed session. The added responsibilities should merit some additional compensation.
- Also with the Tatro retirement we have lost half of our in-house building and property inspection capacity. A recruitment is underway with first round of interviews conducted this past week. A second interview with top 2 candidates has been set up this coming Thursday.
- Utility Clerk, Theresa Coleman is no longer employed by the Village. We will be discussing the situation which unfolded in closed session. This will result in filling a position to fulfill the duties but, we will be rethinking how the duties are split. [The current organization chart](#) is provided through a link. I can't thank the staff enough who were able to step up to fill the void at a time when utility billing

STAFF REPORT

needed to be done among all the other activity including tax collections – Jessica Trautman, Pamela Brehm, Leah Romanowski, Jessica Falkowski, Song Lao, and Renee Hodell all took on additional work to keep things running.

- The Village’s strategic plan includes “An Energized Workforce” as one of the strategic initiatives. Staff is working on developing the work plan (desired outcomes, Outcome indicators, etc.) in the next few weeks.

Attached Docs: None – links provided in report

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Joint meeting of Board of Trustees and Human Resources Committee February 06, 2023
Description:	Administrator Succession – Discussion and Possible Action on Recommendations for Process to Recruit and Hire next Administrator
From:	Mark Maloney, President; Jasper Hartinger, Chair Human Resources
Question:	How should the Village Proceed with recruitment and hiring of the next Administrator?

Background

In 2022, Administrator Donner had indicated his desire to retire sometime after the end of 2023. A date has not been confirmed but, now could be any time after September 2, 2023. Administrator Donner suggested using American Rescue Plan Act (ARPA) funding to allow the recruitment of a successor to serve for some time before the current administrator leaves. This would allow for the successor to become familiarized with the Village and its operations.

The Board of Trustees has discussed the prospect of utilizing ARPA funding for this purpose and has been agreeable in principle. With the opportunity to use ARPA funds, there would be no impact to the Village general fund operating budget. Without ARPA funds, this idea would be extremely difficult to implement from a financial perspective.

At their regular meeting of January 16, 2023, the Board of Trustees' discussed succession planning for the Administrator position in closed session. Action in open session was to have Administrator Donner provide a job description to the Human Resources Committee for a Deputy Administrator position. Technically the Administrator reports only to the Board and the job description is contained in the Village Municipal Code, Division 2-III-2 Administrator. The Board seeks input and perspective from the Committee as to how to proceed with the recruitment and hiring of the next Administrator.

Attached Docs:	Weston Municipal Code, DIVISION 2-III-2 Administrator
Prior Review:	Board has discussed at 2 prior meetings in closed session.
FISCAL IMPACT:	To be determined
Recommendations:	

Recommended Language for Official Action

Proposed Motion: To be determined.

Additional action: To be determined

DIVISION 2-III-2 ADMINISTRATOR

[Sec 2.302 Appointment, Term Of Office And Removal](#)

[Sec 2.303 Functions And Duties](#)

[Sec 2.304 Cooperation](#)

[Sec 2.305 Compensation](#)

[Sec 2.306 Residency](#)

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))

HISTORY

Amended by Ord. [2.214 Standing Committees](#) on 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)

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)

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

HISTORY

Amended by Ord. [2.214 Standing Committees](#) on 12/10/2011

Amended by Ord. [18-010](#) (3) on 3/29/2018

Amended by Ord. [19-004](#) (1) on 2/21/2019

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))

HISTORY

Amended by Ord. [2.214 Standing Committees](#) on 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))

HISTORY

Amended by Ord. [2.214 Standing Committees](#) on 12/10/2011

Sec 2.306 Residency.

Refer to Section 2.303(1)(j).

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

HISTORY

Amended by Ord. [2.214 Standing Committees](#) on 12/10/2011