



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

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

---

**Monday, June 05, 2023 @ 5:00 p.m.**

1. **Call to Order & Welcome by Chairperson Hartinger.**  
The meeting was called to order by Chairperson Hartinger at 5:00 p.m.  
Hartinger requested in future meetings he would like to start the meeting with the Pledge of Allegiance.

2. **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	Excused
Meinel, Steve	Yes
Arndt, Jay	Yes

3. **Approval of Human Resources Committee Meeting Minutes of May 1, 2023**

*Motion by Meinel, second by Hackbarth to approve the meeting minutes from May 1, 2023.*

**Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass**

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

4. **Public comments**

Administrator Donner announced that Leah Romanowski has separated from the Village.

**NEW BUSINESS**

5. **Discussion and/or Possible Action on a dedicated Human Resource position.**

Administrator Donner gave a brief background of the duties of the previous Clerk/ Human Resources position. Hodell has been reassigned these duties after the retirement of Weinkauff under the direction of Director Trautman in the Finance Department. Dirks-Luebbe suggests that we table this until the recruitment of the new administrator is complete. Hackbarth agreed with this because they may have human resource experience. Dirks-Luebbe said the gaps that seem to be at the Village are organizational development, professional development, structured and performance management. The new administrator could fill these gaps. Hackbarth suggested the new human resources person should be monitoring fair employment practices. Dirks-Luebbe recommends that the new human resources person have a SHRM certification.

**Q/Donner asked if the Human Resources committee would like to have a third party to consult with to see what the gaps are. Hackbarth said they should wait until the new administrator starts. Hartinger would like to consult our own Human Resource committee members.**

***Motion by Hackbarth, second by Dirks-Luebbe wait until the new administrator is brought on to evaluate the human resource position.***

**Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass**

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

6. **Proposal to add a fifth Utility Operator position.**

Wodalski gave a brief background about the need for a 5<sup>th</sup> utilities operator. We have doubled our wells, added an extra treatment plant, added a water tower, doubled our mains and water meters, our hydrants have increased by 2/3. Wodalski said we have electronically streamlined the process where we can, we are struggling to keep up with the workload with the current staff. Wodalski surveyed average communities around us, most of the communities have 8 people, if we add an additional person, we will be around 5.5. Meinel asked if we can fund this position within the current budget. Wodalski said that it would be mostly covered with the existing budget. Trautman said the 8% simplified rate increase will cover the PFAS upgrade and the village will not be raising rates to fund the new position. Wodalski said we budgeted for summer help, and no one applied. Hartinger confirmed that we are looking for a full-time

operator, and we need someone to pass the institutional knowledge on to because of the age of our current staff. Wodalski said the position will start at \$23-\$28. The position would need someone with a plumbing or mechanical background, and experience with pumps.

***Motion by Meinel, second Hackbarth to recommend to the Board of Trustees to approve the new Utility Operator/Maintainer position as presented by Wodalski.***

**Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: Pass**

<b><u>Human Resource Member</u></b>	<b><u>Voting</u></b>
Hartinger, Jasper	Yes
Weiland, Jamie	Yes-Zoom
Hackbarth, Linda	Yes
Dirks-Luebbe, Micki	Yes
Hegg, Robin	-----
Meinel, Steve	Yes
Arndt, Jay	Yes

7. **Discussion and recommendations to the Board of Trustees on Administrator recruitment process and role of the Human Resources Committee.**

Donner said the Board of Trustees have looked at the resumes of the applicants for the new administrator and forwarded them onto the Human Resources committee. Hartinger said the Board will interview the applicants after our recommendations. If a human resources committee member would like to be present during the interview that would be acceptable. Hackbarth and Dirks-Luebbe suggested that the same questions are asked of everyone applying for the position.

**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 – Review Administrator applicants.

Hartinger, Hackbarth, Dirks-Luebbe, Meinel, Arndt stayed for closed session.

***Motion by Hartinger, second Hackbarth to move into closed session at 5:48 p.m.***

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

<b><u>Human Resource Member</u></b>	<b><u>Voting</u></b>
Hartinger, Jasper	Yes
Weiland, Jamie	-----

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

**Roll Call by Deputy Clerk Chibeya**

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

**RECONVENE TO OPEN SESSION**

*Motion by Meinel, second Dirks-Luebbe to come out of closed session at 6:27 p.m.*

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

**POSSIBLE ACTION ON CLOSED SESSION ITEM**

*Motion by Hackbarth, second Arndt to recommend two candidates to be interviewed by the Board of Trustees and keep job posting open to keep recruiting more qualified candidates.*

**REMARKS FROM COMMITTEE MEMBERS**

Hackbarth asked the status of the strategic plan, questioned if the Administrator and Directors got together and talked about the priorities of the strategic plan. Donner said that would be talked about at the July meeting.

**REMARKS FROM CHAIR**

None.

**FUTURE ITEMS**

Next meeting date: July 10, 2023, at 5:00 p.m.

**ADJOURN**

***Motion by Meinel, second Dirks-Luebbe to adjourn the meeting at 6:30 p.m.***

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

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