

VILLAGE OF MCFARLAND
Personnel Committee Minutes

Monday, March 1, 2021 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

President Brad Czebotar called the regular meeting of the Personnel Committee to order at 6:30 PM in the Community Room.

Members present: Brad Czebotar, Trish Howen, Steve Kilpatrick, Peter Morehouse, Clair Utter

Members not present: Ken Machtan, Jack Bernfeld, Chris St. Clair

Staff Present: Village Administrator Matt Schuenke, Village Clerk/Treasurer Cassandra Suettinger, and Community & Economic Development Director Andrew Bremer.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.*
- None.

3. APPROVAL OF MINUTES.

- a. Discussion and action regarding minutes of the meeting held on February 1, 2021.*
- The minutes of the February 1, 2021 were approved by unanimous consent.

4. BUSINESS.

- a. Discussion and recommendation to the Village Board regarding revisions to the job description for the Clerk III position within the Community Development Department.*
- Community & Economic Development Director Andrew Bremer provided an overview of the proposed revisions to the job description for the Clerk III position within the Community Development Department. He noted the Village previously had a part time property maintenance employee working 4-8 hours a week. That individual resigned last summer and department staff have been picking up those responsibilities since that resignation. The proposed updates to the job description formalize those property maintenance duties within the Clerk III position.

Motion by Village President Brad Czebotar, second by Member Steve Kilpatrick, to recommend approval of the revisions to the job description for the Clerk III position

within the Community Development Department. Motion carries 4 - 1 - 0 by acclamation, with Trustee Clair Utter voting nay.

- b. Discussion and action to make a recommendation to the Village Board regarding the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Intern position within the Community Development Department.

Community & Economic Development Director Andrew Bremer provided an overview of the request to create a Planning and Zoning Intern within the Department. He reported the position will assist with a variety of department activities including various projects or research assistance needed by the department. The Committee reviewed the job description and suggested revisions. The Committee discussed whether the position would be most appropriate as a regular part time position, limited term employee or seasonal. Ultimately, the Committee recommended the position title be changed to Planning and Zoning Assistant to provide the flexibility of staff to fill the position and not be limited by the LTE designation.

Motion by President Brad Czebotar, second by Member Steve Kilpatrick, to recommend approval of the creation of the job description and request to fill the vacancy for the Planning and Zoning Assistant position within the Community Development Department with the modifications identified by the committee. Motion carries 5 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

Motion by President Czebotar, second by member Peter Morehouse, to recommend the position classification of the Planning and Zoning Assistant position be assigned to pay range 7. Motion carries 6 - 0 - 0 by acclamation.

- c. Discussion and presentation regarding the 2020 Employee Performance Evaluations.

Without objection, the Committee discussed item 4c and 4e together.

- d. Discussion regarding a Multi-Community Wage Study prepared by GovHR USA on behalf of the Dane County Cities and Villages Association.

President Brad Czebotar presented the Wage Study prepared by GovHR USA on behalf of the Dane County Cities and Villages Association. He reported the study compiled wage data from Dane County municipalities and comparables outside of Dane County. He also reported that GovHR would be available to assist communities who were interested in doing additional review and update of their individual compensation programs.

- e. Discussion regarding Administration of Compensation Plans for Non-Represented Employees as Chapter 3 of the Compensation and Benefits Manual.

Village Administrator Schuenke provided an overview of the administration of the Compensation Plans for Non-Represented Employees as Chapter 3 of the Compensation and Benefits Manual. Additionally, he reported on the 2020 performance evaluation and compensation program.

5. SCHEDULE NEXT MEETING DATE.

- a. Monday, April 5, 2021 at 6:30 pm.

President Czebotar reported due to the election, unless there were urgent matters, the Personnel Committee for April 5, 2021 would be canceled. The Committee would look to meet again on May 5, 2021.

6. ADJOURNMENT.

Motion by Member Steve Kilpatrick, second by Member Peter Morehouse, to adjourn at 8:27 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer