

VILLAGE OF MCFARLAND

Personnel Committee Minutes

Monday, November 27, 2023 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Luke Fessler called the regular meeting of the Personnel Committee to order at 11:30 AM in Conference Room A of the McFarland Municipal Center.

Members present: Luke Fessler, Ed Wreh, TJ Jerke

Members not present:

Staff Present: Matt Schuenke, Cassandra Suettinger, Andrea Anderson, Lee Igl

2. PUBLIC APPEARANCES.

a. This is an opportunity for members of the public to address the Personnel Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

No public present.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the November 6, 2023 meeting.

Motion by Village Trustee Luke Fessler, second by Village Trustee Edward Wreh, to approve the minutes of the November 6, 2023 meeting. Motion carries 3 - 0 - 0 by acclamation.

4. BUSINESS.

a. Discussion and recommendation on reclassification of the Assistant to the Public Works Director position within the Public Works department.

Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to recommend approval of reclassification of the Assistant to the Public Works Director position within the Public Works department, with the change to the position title "Public Works & Utilities Financial Specialist" as recommended by the Personnel Committee. Motion carries 2 - 0 - 0 by acclamation, Village Trustee Ed Wreh was absent for this vote.

b. Discussion and recommendation on updating the organizational chart of the Public

Works Department

Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to recommend approval of updating the organizational chart of the Public Works Department, including the change in title for the Assistant to the Public Works Director to Public Works & Utilities Financial Specialist, as recommended by the Personnel Committee. Motion carries 2 - 0 - 0 by acclamation, Village Trustee Ed Wreh was absent for this vote.

c. Discussion and recommendation on the job description and classification to create the Communication Manager within the Village.

Motion by Village Trustee Luke Fessler, second by Village Trustee Edward Wreh, to recommend approval of the job description and classification to create the Communication Manager within the Village, with the addition of the bullet point in the Essential Job Functions section of the job description regarding serving as a liaison to the school district for communication initiatives. Motion carries 3 - 0 - 0 by acclamation.

d. Discussion and recommendation on reclassification of the Media Producer position.

Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to recommend approval of reclassification of the Media Producer position. Motion carries 3 - 0 - 0 by acclamation.

e. Discussion and recommendation on updates to the Organizational Chart for the Village and Administration Department.

Motion by Village Trustee Luke Fessler, second by Village Trustee Edward Wreh, to recommend approval of the updates to the Organizational Chart for the Village and Administration Department. Motion carries 2 - 0 - 0 by acclamation, Village Trustee Ed Wreh was not present for the vote.

5. SCHEDULE NEXT MEETING DATE.

a. December 18, 2023 - 11:30 a.m. (If needed)

6. ADJOURNMENT.

Motion by Village Trustee Luke Fessler, second by Village Trustee TJ Jerke, to adjourn at 12:49 p.m.

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

Respectfully submitted,
Andrea Anderson
Human Resources Generalist