

Wednesday, August 27, 2025

11:30 AM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Conference Room A

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/89672436459>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 896 7243 6459

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
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.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the August 27, 2024 meeting.
4. BUSINESS.
 - a. Discussion and recommendation on maintenance to the Village's Compensation and Classification Program.
5. SCHEDULE NEXT MEETING DATE.
 - a. Discussion on future meeting dates and times.
6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Personnel Committee Minutes
Tuesday, August 27, 2024 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Alisa Leamy called the regular meeting of the Personnel Committee to order at 11:35 a.m. in Conference Room A of the McFarland Municipal Center.

Members present: Luke Fessler, Alisa Leamy, Lowell J. Prill

Members not present: None

Staff Present: Matt Schuenke, Andrea Anderson

2. PUBLIC APPEARANCES.

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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 July 15, 2024 meeting.*
Motion by Village Trustee Alisa Leamy, second by Village Trustee Luke Fessler, to approve the minutes of the July 15, 2024 meeting. Motion carries 3 - 0 - 0 by acclamation.

4. BUSINESS.

- a. *Discussion and recommendation on proposed dental insurance changes for the 2025 benefit year.*
Motion by Village Trustee Alisa Leamy, second by Village Trustee Luke Fessler, to recommend the proposed dental insurance changes for the 2025 benefit year. Motion carries 3 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

No future meeting scheduled at this time.

6. ADJOURNMENT.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Luke Fessler, to adjourn at 12:10 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


McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, August 27, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion and recommendation on maintenance to the Village's Compensation and Classification Program.

PREVIOUS ACTION:

In 2021, the Village did a compensation, classification and future staffing plan study with GOVHR. The results of the study can be found on the Village website by [clicking here](#). Key Points of study

- The study established 15 similar communities by which the Village compares its salaries and ranges. The comparable were communities that scored high compatibility with the Village due to their size and services provided. Within these comparable communities, the Village established its goal to provide salaries at the 65th percentile among the 15 communities selected.
- The study established a compensation system and philosophy. As part of the system, positions were scored, graded, and placed into 14 salary ranges established as pay bands A, B, C and D.
- The Village's Compensation Philosophy was also established and provided in section 13.02 of the Village Personnel Policy Manual titled Compensation Philosophy as follows:

The Village believes that its effectiveness as a service provider is linked to pay levels. How the Village compensates its employees influences the quality of individuals that can be attracted to work within the organization and can affect the quality of employee performance, which in turn determines how well the Village's monetary resources are spent.

In recognition of the importance of compensation levels to organizational effectiveness, the Village Board has adopted the following compensation philosophy:

The Village of McFarland considers employees our most valuable asset. As such, the Village recognizes the importance of the compensation program to developing this asset.

The salary and benefits program provided to the employees of the Village is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the Village in providing quality services to the public—the Village's top priority objective. This objective is attained by providing compensation based on internal equity and external competitiveness within its fiscal capabilities and in full compliance with all State and Federal laws and regulations governing pay.

The Village's compensation philosophy supports our desire to provide salary



advancement opportunities that recognize continued contribution through additional experience, changes in the economy, and changes in the Village's financial conditions.

- The Village's Personnel Policy Manual and compensation administration policy provides that in order to maintain the Village's desired pay philosophy of paying at a level competitive with its chosen market, the Village should complete a comprehensive update of its market analysis every three to four years, and more often with market-sensitive positions.

ISSUE SUMMARY:

In 2025, the Dane County Cities and Villages Association contracted with MGT (Formerly GOVHR) to do an update of the market analysis done in 2019. As part of the market analysis 42 benchmark positions were selected to be included in the market analysis and the survey was sent to 103 communities with 66 responses received. MGT then provided a summary of the data collected. The purpose was to provide DCCVA communities information to better align their salary ranges with current market trends, ensuring their compensation structures remain competitive.

The Village's compensation policies provide a market analysis should be done of Village positions every three to four years. With DCCVA contracting to obtain the data for the market analysis, the Village was able to utilize the data to perform its own market analysis and update to evaluate maintenance of the Village's ranges as part of the compensation plan. It is of note, the study only provided analysis of the 42 benchmark positions. The Village used the data to evaluate ranges and positions as a whole. The goal of performing maintenance of this nature is to do a larger check-in of ranges and positions to ensure alignment with the market. The goal isn't to evaluate every position, as was done in the original study, but rather check in on positions and range data to evaluate whether maintenance of the system is necessary to stay in line with the Village's compensation philosophy. As part of this process, MGT provided recommendations on updating the Village ranges based on the comparable data obtained.

Attached are the recommendations from the analysis. Pay grades 1-12 are recommended to be increased by 2.25%. In evaluating the data, MGT also recommended the creation of an additional pay grade based on data and analysis of Pay Band D. With this pay band, 15 is proposed to be created and 13 and 14 reconfigured accordingly. These ranges are proposed to grow by 12% and 16% based on the market analysis of comparable communities.

It is also important to understand, the maintenance would only change the pay ranges and steps themselves. It doesn't address employees in the pay ranges. MGT and staff recommend consideration of a 2.25% increase for employees to get employees on the updated grid for pay bands A,B, and C. It would also be recommended the same increase be applied to those in Pay Band D on the open range for consistency.

FINANCIAL/BUDGET IMPACT:

The recommendation and implantation of the update would likely need to be taken into account and assessed as part of the 2026 budget based on the availability of funding. Village



Administrator Schuenke will present an overview and options for consideration.

VILLAGE PLAN REFERENCE:

[2021 Compensation, Classification and Future Staffing.](#)

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends discussion of recommendation on maintenance to the Village's Compensation and Classification Program. The recommendation would be made for the Village Board but ultimately need to continue to be assessed as part of the 2026 budget process.

ATTACHMENTS:

1. 08.19.2025 - FINAL - Personnel Packet

Position:	Grade	65th Percentile - Market Survey Data		Current Salary Range		Proposed Salary Range	
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Camera Operator	1	n/a	n/a	33,248	42,133	33,996	43,080
Crossing Guard	2	n/a	n/a	37,238	47,189	38,076	48,250
Nutrition Site Coordinator	2	n/a	n/a	37,238	47,189		
Public Works LTE	2	n/a	n/a	37,238	47,189		
Parks LTE	2	n/a	n/a	37,238	47,189		
Nutrition Manager	3	n/a	n/a	41,704	52,851	42,645	54,040
Custodian	3	n/a	n/a	41,704	52,851		
Youth & Adult Services Assistants	3	n/a	n/a	41,704	52,851		
Library Assistant	3	38,615	54,997	41,704	52,851		
Administrative Assistant	4	47,746	64,878	46,712	59,194	47,762	60,525
Office Assistant - Police	4	n/a	n/a	46,712	59,194		
Utility Billing Assistant	4	n/a	n/a	46,712	59,194		
Communications Specialist	4	n/a	n/a	46,712	59,194		
Planning and Zoning Assistant	4	n/a	n/a	46,712	59,194		
Parks Crew Member	5	53,353	73,515	52,317	66,297	53,493	67,788
Comm. Dev. Specialist	5	n/a	n/a	52,317	66,297		
Office Manager - Police	5	n/a	n/a	52,317	66,297		
Media Producer	5	n/a	n/a	52,317	66,297		
Deputy Clerk	5	n/a	n/a	52,317	66,297		
Judicial Executive Assistant	5	n/a	n/a	52,317	66,297		
		54,592	73,215				
Public Works Crew Member	6	54,996	72,914	55,098	69,821	56,338	71,392
Librarian (Youth and Adult)	6	54,188	73,515	55,098	69,821		
Technical Services Supervisor	6	n/a	n/a	55,098	69,821		
Case Manager	6	n/a	n/a	55,098	69,821		
Community Outreach Spec.	6	n/a	n/a	55,098	69,821		
		61,715	83,168				
Facilities Maintenance Mgr	7	67,274	90,830	60,883	77,152	62,253	78,888
Utilities Maintenance Worker	7	57,546	77,657	60,883	77,152		
Mechanic	7	60,324	81,016	60,883	77,152		
Fire Inspector	7	n/a	n/a	60,883	77,152		
		65,191	87,805				
Assistant Library Director	8	57,304	82,792	67,276	85,253	68,790	87,171
HR Generalist	8	n/a	n/a	67,276	85,253		
Communications Manager	8	73,078	92,818	67,276	85,253		
Associate Planner	8	n/a	n/a	67,276	85,253		
DEI Strategist	8	n/a	n/a	67,276	85,253		
Assistant to the PW Director	8	n/a	n/a	67,276	85,253		
<i>No Positions in Grade</i>	9	n/a	n/a	74,340	94,205	76,013	96,324
		77,189	100,111				
Finance Manager/Treasurer	10	n/a	n/a	75,625	102,093	77,327	104,391
Parks Superintendent	10	78,033	97,981	75,625	102,093		
Senior Outreach Services Dir	10	76,345	102,240	75,625	102,093		
		83,714	102,254				
Police Sergeant	11	91,028	105,733	83,574	112,819	85,446	115,352
Administrative Captain	11	n/a	n/a	83,574	112,819		
Streets & Utilities Supt	11	76,400	98,774	83,574	112,819		
		91,205	119,585				
Police Lieutenant	12	94,615	122,109	92,331	124,654	94,418	127,464
Library Director	12	87,795	117,060	92,331	124,654		
Comm & Econ Dev Director	13	105,112	140,149	92,331	124,654	105,000	141,750
		116,002	154,669				
Dep. Admin/Clerk	14	113,358	151,143	92,331	124,654		
Fire & Rescue Chief	14	112,090	149,453	102,045	137,758		
Director of Public Works	14	117,598	156,797	102,045	137,758		
Police Chief	14	120,961	161,282	102,045	137,758	116,025	156,634
Village Administrator	15	140,322	187,095	116,942	157,872	140,000	189,000