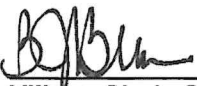


<b>POLICY ID: HR-005</b>		<b>TITLE: Employee Evaluation Program</b>	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION #4  <b>EFFECTIVE DATE: Jan 1<sup>st</sup>, 2022</b> <i>Original Adopted 10/08/2007</i> <i>Revision 1 adopted 05/28/2013</i> <i>Revision 2 adopted 09/25/2018</i> <i>Revision 3 adopted 10/12/2021</i> <i>Revision 4 adopted 04/10/2023</i>		<b>APPROVED BY VILLAGE BOARD:</b>  Village Clerk, Signature	<b>DATE:</b> <u>04-10-2023</u> Date
<b>APPLIES TO:</b>		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> FULL-TIME EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose** – This policy is adopted to inform those exempt and non-exempt non-represented employees of how the Village completes their evaluations and how the Village will adjust wages relating to the assessments. It is adopted so that there is transparency to ensure that assessments and the accompanying wage adjustments are completed in an unbiased and efficient manner to ensure that the Village retains quality employees.

**Procedure** –

The Village will evaluate employees on the requirements of the adopted position description for their current job with the Village. These evaluations shall lead to wage adjustments.

After the Village hires an employee, each year on or around the anniversary of the employee's hire date, both the employee and the employee's supervisor shall complete an evaluation using the attached form. The employee's supervisor shall meet with the employee, and together they shall compare and discuss the performance evaluation forms, reviewing prior year goals set for the employee. The supervisor shall tabulate the results from that evaluation, and the supervisor will submit that tabulation to the Village Administrator for confirmation.

The Village Administrator will submit the tabulated form to the Village Board during a closed session and the Village Board will review, revise, and then adopt the evaluation.

The approved evaluation shall determine the level of wage adjustment that the employee shall be eligible to receive beginning on the next pay period immediately following the employee's job anniversary date.

In January, The Village Board shall adopt a wage adjustment chart that shall equate the percentage wage increase that directly correlates to each level of the evaluation system.

HR-015 shall cover the evaluations of the Village Administrator.





# REPORT TO APC

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<b>ITEM NAME:</b>	HR 005 Policy Review and Wage Adjustment Chart
<b>MEETING DATE:</b>	September 16, 2025
<b>PRESENTING COMMITTEE:</b>	NA
<b>COMMITTEE CONTACT:</b>	David Baker
<b>STAFF CONTACT:</b>	John Jacobs
<b>PREPARED BY:</b>	David Baker

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**ISSUE:** Policy HR-005 Employee Evaluation Program directs that each non-represented (non-union) employee shall be evaluated annually on the anniversary of the employee’s hire date and be given a wage increase using the specified wage adjustment chart.

Per the Policy, the Village Board shall adopt the wage adjustment chart in January of each year.

According to our records, the Village has not adopted a wage adjustment chart since 4/26/22 (see attachment).

Based on the assignment of duties of the administrator, President Baker is in the process of completing the performance evaluation of three employees for which the evaluation is due or overdue. It is planned that these evaluations will be presented in closed session at the 9/22/2025 Village Board meeting.

**OBJECTIVES:** From the Policy, ensure that assessments and the accompanying wage adjustments are completed in an unbiased and efficient manner to ensure that the Village retains quality employees.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:**

The wage adjustment chart has not been updated since 4/26/22.

The wage adjustment chart method has historically, apparently, only provided for a review-based increase up to a CPI rate or to a fixed 3% maximum increase and did not provide for a means to make market adjustments.

**References:**

Weston 2025 Pay Scale: [09152025-1821](#)

Rib Mountain 2025 Pay Scale: [25-04 Signed 2025 Salaries & Wages REVISED.pdf](#)

**PROPOSAL:** Consider market/merit increases based on market pay scales in addition to a cost of living adjustment.

**ADVANTAGES:**

**DISADVANTAGES:**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION:** Review, discuss, and possible recommend modifications to be forwarded to the Village Board.

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

**ATTACHMENTS (describe briefly):**

Proposed Kronenwetter Pay Scale

4/26/2022 Wage Adjustment Chart

Weston 2025 Pay Scale

Rib Mountain 2025 Pay Scale:



# **PROPOSED** Village of Kronenwetter Salary Pay Grid

Title	Minimum	Mid-point	Maximum
Village Administrator	\$53.18 \$110,618.10	\$62.20 \$129,361.90	\$73.64 \$153,179.50
Village Clerk	\$33.19 \$69,028.93	\$38.82 \$80,740.35	\$45.96 \$95,594.62
Finance Director	\$41.22 \$85,733.08	\$48.23 \$100,320.90	\$57.09 \$118,749.90
Community Development Director	\$41.22 \$85,733.08	\$48.23 \$100,320.90	\$57.09 \$118,749.90
Public Works Director	\$45.04 \$93,682.08	\$52.69 \$109,592.40	\$62.37 \$129,745.00
Police Chief	TBD	TBD	TBD

APC September 16, 2025

<b>MEETING DATE:</b> 4/26/2022	<b>REPORT TO VILLAGE BOARD</b>			<b>AGENDA ITEM #</b> 4.7																																																						
<b>PRESENTING COMMITTEE:</b> Administrative Policy Committee	<b>COMMITTEE CONTACT:</b> Trustee Eiden & Trustee Holmes	<b>STAFF CONTACT:</b> Richard Downey, Village Administrator	<b>PREPARED BY:</b> Richard Downey, Village Administrator																																																							
<b>ISSUE:</b> Discussion & Action: Adoption of 2022 Evaluation Wage Range																																																										
<b>ISSUE BACKGROUND/PREVIOUS ACTIONS:</b> Per HR-005, which is attached, the Village Board has to set a yearly range for the employee evaluations for the Village. The Village employees that are full time, and not represented by a collective bargaining agreement would be eligible for this evaluation wage adjustment.																																																										
<p>I am recommending the chart to the right for evaluations for 2022 for the committee to recommend to the Village Board. The 2.00% rate is what was included in the 2022 budget for employee adjustments for non-represented employees.</p>																																																										
<p>This chart would impact only the following employees: the Village Clerk, the Police Chief, the Police Lieutenant, the Village Treasurer, the Community Development Director, the Planning Technician, and the Public Works Director. All other employees, are not full-time employees, are represented under a union contract, or are covered under a different policy and hence would follow those policies or agreements.</p>																																																										
<table border="1" style="width:100%; border-collapse: collapse; text-align:center;"> <thead> <tr> <th></th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>4.5 to 5.0</td> <td>3.00%</td> <td>3.00%</td> <td>3.00%</td> <td>3.00%</td> <td>2.00%</td> </tr> <tr> <td>4.0 to 4.49</td> <td>2.50%</td> <td>2.75%</td> <td>2.57%</td> <td>2.58%</td> <td>1.75%</td> </tr> <tr> <td>3.5 to 3.99</td> <td>2.25%</td> <td>2.50%</td> <td>2.32%</td> <td>2.04%</td> <td>1.50%</td> </tr> <tr> <td>3.0 to 3.49</td> <td>2.00%</td> <td>2.25%</td> <td>2.07%</td> <td>1.56%</td> <td>1.00%</td> </tr> <tr> <td>2.5 to 2.99</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> </tr> <tr> <td>2.0 to 2.49</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> </tr> <tr> <td>1.5 to 1.99</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> </tr> <tr> <td>1.0 to 1.49</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> </tr> </tbody> </table>						2018	2019	2020	2021	2022	4.5 to 5.0	3.00%	3.00%	3.00%	3.00%	2.00%	4.0 to 4.49	2.50%	2.75%	2.57%	2.58%	1.75%	3.5 to 3.99	2.25%	2.50%	2.32%	2.04%	1.50%	3.0 to 3.49	2.00%	2.25%	2.07%	1.56%	1.00%	2.5 to 2.99	0.75%	0.75%	0.75%	0.75%	0.75%	2.0 to 2.49	0.50%	0.50%	0.50%	0.50%	0.50%	1.5 to 1.99	0.25%	0.25%	0.25%	0.25%	0.25%	1.0 to 1.49	0.00%	0.00%	0.00%	0.00%	0.00%
	2018	2019	2020	2021	2022																																																					
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<p><b>The Administrative Policy Committee review this and recommended on a 3-1 vote for the Village Board to adopt the adjustment scale.</b> Jerry Wirth of the APC voted against this adjustment as he felt it was woefully too low. The fact of the matter is that this is what was included in the budget. If the Village Board wants to send this back to the APC and request that they find the money to cover a larger increase, we can do that as well.</p>																																																										
<b>RECOMMENDED ACTION:</b> Make a motion to recommend that the Village Board adopt the 2022 Evaluation Wage Adjustment chart as presented.																																																										
<b>COST/BENEFIT ANALYSIS and JUSTIFICATION</b> <i>(attach separate spreadsheets or other documentation as applicable)</i>																																																										
<b>ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing &amp; Annual, Debt Service, etc.)</b> It will depend on the actual scoring of the employee on the evaluation.																																																										
<b>ITEMIZE ALL ANTICIPATED BENEFITS (Subjective, Financial, Operational, Service-related, etc.)</b> This will set the 2022 evaluation rate for each of the employees.																																																										
<b>FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY</b> This will vary depending on the employee																																																										
<b>OTHER OPTIONS CONSIDERED:</b> The Village Board had been individually setting the wage adjustments for each employee but in 2018 changed this process to have the Village Administrator handle most of the evaluations with the Village Board setting the wage scale that would be available via evaluations. Evaluations prior to being completed will be presented to the Village Board for their review.																																																										
<b>TIMING REQUIREMENTS/CONSTRAINTS:</b> Per the policy of the Village this chart is supposed to be adopted by the Village Board in January, but if the committee feels that they would like more discussion on this item, I would request that the committee request that the Village Board refer this matter back to the APC for review at the February APC meeting and not adopt it.																																																										
<b>ATTACHMENTS (describe briefly):</b> HR-005 revision #3.																																																										

VILLAGE OF RIB MOUNTAIN  
 RESOLUTION #25 - 04  
 Re: 2025 Salaries & Wages

Section 5, ItemH.

WHEREAS it is the duty of the Village Board to establish salaries and wages for the employees of the Village of Rib Mountain.

NOW, THEREFORE, BE RESOLVED, by the Village Board of the Village of Rib Mountain, Marathon County, Wisconsin, that the salaries or wages for the employees of the Village of Rib Mountain as of April 1, 2025, shall be as follows:

		Minimum	Midpoint	Maximum
Grade 1	To Be Determined	N/A	N/A	N/A
Grade 2	To Be Determined	N/A	N/A	N/A
Grade 3	Deputy Clerk	\$21.25 \$44,200	\$25.50 \$53,040	\$29.75 \$61,880
Grade 4	Public Works Equipment Operator Water Operator I	\$22.95 \$47,736	\$27.54 \$57,283	\$32.13 \$66,830
Grade 5	Deputy Treasurer Mechanic Water Operator II	\$24.78 \$51,542	\$29.74 \$61,859	\$34.69 \$72,155
Grade 6	Public Works Operator/Technician	\$26.77 \$55,682	\$32.12 \$66,810	\$37.48 \$77,958
Grade 7		\$28.91 \$60,133	\$34.69 \$72,155	\$40.47 \$84,178
Grade 8	Clerk Public Works Foreman Building Inspector/ Asst. Zoning Administrator	\$31.23 \$64,958	\$37.47 \$77,938	\$43.72 \$90,938
Grade 9		\$70,158.	\$84,178	\$98,218
Grade 10		\$75,774	\$90,917	\$106,080
Grade 11	Community Development Director Finance Director/ Treasurer	\$81,827	\$98,197	\$114,566
Grade 12	Street/Park Superintendent Utility Director	\$88,379	\$106,059	\$123,739
Grade 13		\$95,451	\$114,546	\$133,640
Grade 14	Administrator	\$103,106	\$123,718	\$144,352

*Coverage period April 1, 2025, through March 31, 2026. This salary wage schedule expires April 1, 2026.*

GENERAL GOVERNMENT

		4/2024	4/2025	
Plan Commission		\$35.00 per meeting	\$35.00 per meeting	
Zoning Board of Appeals		\$35.00 per meeting	\$35.00 per meeting	
Park Commission		\$35.00 per meeting	\$35.00 per meeting	
Pedestrian & Bicycle Safety Committee		\$35.00 per meeting	\$35.00 per meeting	
Administrator	Gaylene Rhoden	\$106,091	\$109,664	\$35.00 per meeting (not to exceed 6/mo).
Finance Director	Ben Krenke	<del>\$81,827</del> ** \$86,000	\$87,765	\$35.00 per meeting (not to exceed 6/mo).
Clerk	Lynnae Kolden	\$64,958	\$67,406	\$35.00 per meeting (not to exceed 6/mo).

VILLAGE OF RIB MOUNTAIN  
RESOLUTION #25 - 04  
Re: 2025 Salaries & Wages

Section 5, ItemH.

Deputy Treasurer	Debbie Heeg	\$51,542	\$53,484	
Deputy Clerk	Sabrina Weiler	\$22.40/hour	\$23.24/hour	
Election Captains		\$15.25/hour	\$15.55/hour	
Election Officials		\$13.19/hour	\$13.45/hour	

**PUBLIC SAFETY**

		4/1/2024	4/1/2025	
Community Development Director	Jared Grande	\$81,827	\$84,910	\$35.00 per meeting (not to exceed 6/mo).
Building Inspector/ Zoning	Jermey Kloos	\$64,958	\$67,406	\$35.00 per meeting (not to exceed 6/mo).
PT Animal Control Officer	David Woods	\$40/hour + Mileage	\$40/hour + Mileage	
Crossing Guards	Mark Gajewski Bruce Slaminski Louise Springer Eugene Viegut Shirley Fasbender Raechel Tessen	\$14.90/hour	\$15.19/hour	

**PUBLIC WORKS**

		4/1/2024	4/1/2025	
Director of Street and Parks	Vacant	\$88,379	TBD	\$35.00 per meeting (not to exceed 6/mo).
Foreman	Matt Sebold	\$31.23/hour	\$32.41/hour	
Operator /Technician	Derek Wilichowski	\$28.64/hour	\$29.60/hour	
Mechanic	Jordan Resch	\$26.58/hour	\$27.42/hour	
Operator	Dineen Gorski	\$25.00/hour	\$25.79/hour	
Operator	Josh Steidinger	\$24.00/hour	\$24.71/hour	
Operator	Jermey Leach	\$24.00/hour	\$24.76/hour	
Call-In Operator	Pat Krautkramer David Falasky Michael Besaw Shane Will	\$21.33/hour	\$21.75/hour	
Call-In Trail Maintenance	Dennis Budleski Richard Jarvis Alex Gordan Bob Klos	\$18.53/hour	\$18.90/hour	
Seasonal Hwy/Park		\$16.40/hour	\$16.72/hour	
Yard Site Attendant	Jim Wollenzien	\$14.90/hour	\$15.19/hour	
Shelter Maintenance	Jason Kiekbusch	\$15.26/hour	\$15.56/hour	
Public Works Intern		\$17.00/hour	\$17.34/hour	
Landscape Maintenance	Vacant	\$15.93/hour	\$16.24/hour	

**RECREATION**

		4/1/24	4/1/25
Playground Director	Brooke Heise	\$20.19/hour	\$20.59/hour
Co-Activities Director (3)		\$14.11/hour	\$14.39/hour
Rink Maintenance	Jason Kiekbusch	\$15.26/hour	\$15.56/hour
Rink Attendant	Thomas Bedora	\$14.91/hour	\$15.20/hour

VILLAGE OF RIB MOUNTAIN  
RESOLUTION #25 - 04  
Re: 2025 Salaries & Wages

Section 5, ItemH.

BE FURTHER RESOLVED THAT pursuant to Wisconsin law compensation of elective Village officials shall be set by the Village meeting, which compensation is hereby confirmed as follows:

- |   |                  |
|---|------------------|
| (1) Village President (elected odd years)                           | \$7,313 per year |
| (2) Village Trustees (4) (2 elected odd years/2 elected even years) | \$5,665 per year |
| (2) Water Utility President   | \$4,000 per year |
| (3) Water Utility Commissioners (2)                                 | \$3,500 per year |

  
Allen Opall, Village President

ATTEST:

  
Lynnae Kolden, Clerk

VILLAGE OF WESTON, WISCONSIN  
 RECOMMENDED PAY PLAN 2025 (2024 +3%)  
 Approved with 2025 Budget on November 18, 2024

Grade	Position	Market AVG		
		Minimum	Mid-Point	Maximum
T	Administrator	\$ 118,130.15	\$ 135,005.89	\$ 162,007.07
		\$ 56.79	\$ 64.91	\$ 77.89
S		\$ 108,557.65	\$ 124,065.89	\$ 148,879.07
		\$ 52.19	\$ 59.65	\$ 71.58
R	Director of Public Works	\$ 98,985.15	\$ 113,125.89	\$ 135,751.07
		\$ 47.59	\$ 54.39	\$ 65.26
Q		\$ 94,312.16	\$ 107,785.32	\$ 129,342.38
		\$ 45.34	\$ 51.82	\$ 62.18
P	Director of Finance	\$ 89,639.16	\$ 102,444.75	\$ 122,933.70
	Director of Planning & Development	\$ 43.10	\$ 49.25	\$ 59.10
O	Director of GIS & Technology	\$ 86,063.39	\$ 98,358.16	\$ 118,029.79
	Director of Parks & Recreation	\$ 41.38	\$ 47.29	\$ 56.75
N	Deputy Director of Public Works	\$ 82,582.32	\$ 94,379.79	\$ 113,255.75
	Utility Superintendent	\$ 39.70	\$ 45.37	\$ 54.45
	Staff Engineer			
M	Street Superintendent	\$ 78,669.58	\$ 89,908.09	\$ 107,889.71
		\$ 37.82	\$ 43.23	\$ 51.87
L	Clerk	\$ 73,099.85	\$ 83,542.69	\$ 100,251.23
	Building Inspector/Building Manager	\$ 35.14	\$ 40.16	\$ 48.20
K	Fleet Foreman	\$ 64,567.23	\$ 73,791.12	\$ 88,549.34
	Street Foreman	\$ 31.04	\$ 35.48	\$ 42.57
	Property/Residential Inspector			
	Utility Foreman			
	Aquatic Center Manager			
	AP, Payroll and HR Specialist			
	Deputy Director of Finance			
	Associate Planner			

added 240219

added 240715

added 240819

\$	59,141.57	\$	67,590.36	\$	81,108.43
\$	28.43	\$	32.50	\$	38.99

J Utility Technician  
 Utility Senior Operator  
 Mechanic  
 Public Works Crew Leader  
 Assistant Planner  
 Assistant Zoning Administrator/Code Enforcement Officer

added 250120

\$	53,793.15	\$	61,477.88	\$	73,773.46
\$	25.86	\$	29.56	\$	35.47

I Arborist/Forester  
 Utility Operator  
 Public Works Senior Operator

\$	50,742.42	\$	57,991.34	\$	69,589.61
\$	24.40	\$	27.88	\$	33.46

H Planning/Development Technician  
 Public Works Operator  
 Administrative Support Specialist/Deputy Clerk 3  
 Utility Clerk  
 Utility Maintainer

\$	45,104.37	\$	51,547.85	\$	61,857.42
\$	21.68	\$	24.78	\$	29.74

G Public Works Maintainer  
 Administrative Support Specialist/Deputy Clerk 2  
 Finance Support Specialist

\$	39,466.33	\$	45,104.38	\$	54,125.26
\$	18.97	\$	21.68	\$	26.02

F Administrative Support Specialist/Deputy Clerk 1

\$	36,299.75	\$	41,485.43	\$	49,782.52
\$	17.45	\$	19.94	\$	23.93

E

\$	33,828.29	\$	38,660.90	\$	46,393.08
\$	16.26	\$	18.59	\$	22.30

D Seasonal Maintenance Worker  
 Office Assistant