



CITY OF MARSHFIELD

MEETING NOTICE

**FINANCE, BUDGET AND PERSONNEL COMMITTEE MEETING
TUESDAY, FEBRUARY 20, 2024
COUNCIL CHAMBERS, CITY HALL
207 WEST 6th STREET
5:30 p.m.**

1. Call to Order – Rebecca Spiros, Chairperson
2. Identify potential conflicts of interest
3. Citizens comments
4. Consent Agenda
 - Minutes of February 6, 2024 meeting
 - Bills and payroll

Recommended Action: Approve the consent agenda, as presented

5. Consideration of items removed from the consent agenda, if any
6. Request to recommend Council approval of Budget Resolution No. 03-2024, transferring funds from Fund 235 (Communications) for purchase of studio lightning. Presented by Tom Loucks, Communications Director.

Recommended Action: Recommend Council approval

7. Request to recommend Council approval of Budget Resolution No. 04-2024, transferring funds from Fund 235 (Communications) for extension of current lease for space at 630 South Central Avenue. Presented by Tom Loucks, Communications Director.

Recommended Action: Recommend Council approval

8. Request to recommend Council approval of Budget Resolution No. 05-2024, revising principal and interest payments in the approved 2024 budget for TIF District #9. Presented by Jennifer Selenske, Finance Director.

Recommended Action: Recommend Council approval

9. Request to recommend Council approval to refill vacant part-time Senior Coordinator position (Parks and Recreation). Presented by Justin Casperson, Parks and Recreation Director.

Recommended Action: Recommend Council approval

10. Request to recommend Council approval of Resolution No. 2024-09, adopting 2024 seasonal pay scale. Presented by Sarah Dresel, Human Resources Director.

Recommended Action: Recommend Council approval

FINANCE, BUDGET AND PERSONNEL COMMITTEE
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11. Request to recommend Council approval of revised City Policy No. 3.334 (Dress Code). Presented by Sarah Dresel, Human Resources Director.

Recommended Action: Recommend Council approval

12. Response to request made by Alderperson Tompkins regarding staff turnover. Presented by Sarah Dresel, Human Resources Director.

Recommended Action: None, for information only

13. Suggested items for future agendas

14. Adjourn

Posted this day February 16, 2024 at 3:00 p.m. by Jessica Schiferl, City Clerk

NOTICE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jessica A. Schiferl, City Clerk, at 207 West 6th Street or by calling (715) 486-2025.

This meeting can be viewed "LIVE" on the City's website located in the multimedia section at the bottom of the homepage at www.ci.marshfield.wi.us, over-the-top platforms; Roku, Amazon Fire TV, Apple TV, YouTube and on Charter Spectrum Cable Channel 991. The meeting is also available anytime to view in our archives after the meeting takes place on the platforms mentioned above. If you have questions regarding the filming of this meeting please contact Communications Director Tom Loucks at 715-486-2070.

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF FEBRUARY 6, 2024

Meeting called to order by Chairperson Spiros at 5:30 p.m., in the Common Council Chambers, City Hall.

PRESENT: Alderpersons Brian Varsho, Natasha Tompkins, Ed Wagner, Rebecca Spiros, Andrew Reigel (via Zoom).

ABSENT: None

ALSO PRESENT: Mayor TeStrake, City Personnel (Steve Barg, Jennifer Selenske, Sarah Dresel, Tom Turchi, Josh Mauritz, Mark Kivela and Jessica Schiferl)

Identify potential conflicts of interest: None

Citizen Comments

- None

FBP24-006 Motion by Wagner, second by Varsho to approve the items on the consent agenda:

1. Minutes of the January 16, 2024 meeting.
2. Bills in the amount of \$990,799.25 and Payroll in the amount of \$1,044,698.26.
3. Monthly Position Control Report
4. Report of Personnel Actions

Motion carried

FBP24-007 Motion by Varsho, second by Tompkins to recommend Council approval of Budget Resolution 02-2024, increasing the 2024 Recreation Department Second Street Community Center repairs and maintenance supplies account by \$4,524.90.

Motion carried

FBP24-008 Motion by Varsho, second by Reigel to recommend Council approval to renew an existing lease with the Marshfield Area Community Foundation (MACF) for office space within the Second Street Community Center.

Motion carried

FBP24-009 Motion by Tompkins, second by Varsho to recommend Council approval of a 1-month extension of the contract for economic development services with Cedar Corporation, and the appointment of a team to review and make a recommendation on the selection of a firm to contract with for these services effective April 1, 2024.

FBP24-010 Motion by Wagner, second by Varsho to amend **FBP24-009** assign Finance, Budget and Personnel Committee as the selection team.

Motion carried

FBP24-011 Motion by Tompkins, second by Varsho to amend **FBP24-009** to also include Director of Public Works, Human Resources Director, City Administrator, Finance Director and Assistant City Administrator/Community Development Director as part of the selection team along with the Finance, Budget and Personnel Committee.

Motion carried

Vote on **FBP24-009 as amended.**

Motion carried

FBP24-012 Motion by Varsho, second by Reigel to recommend Council approval of revised City Policy No. 3.510 (Vacation).

Motion carried

Finance Director Selenske provided a review of city's cash on hand goals, as requested by Alderperson Tompkins.

FUTURE AGENDA ITEMS

- City Administrator Barg reported the following requested items will be coming forward:
 - Turnover report
 - Overtime report for EMS (will be presented to full Council 2/27)
 - Policy 4.900, needs revision relating to debt and ties to CIP
- Alderperson Spiros requested a presentation on zero balance budgeting.

Motion by Tompkins, second by Wagner to adjourn the meeting at 6:26 p.m.

Respectfully submitted,

Jessica Schiferl
City Clerk

Resolved by the COMMON COUNCIL of the CITY OF MARSHFIELD, WISCONSIN, that the General Payrolls amounting to \$ **for February 2024** and General Expense Bills for **February 2024** amounting to **\$10,535,393.85** be allowed paid and charged to their proper accounts.

Chairman

CITY OF MARSHFIELD

SCHEDULE OF BILLS TO BE PAID FOR APPROVAL

Type	CHECK DATE	Sum of AMOUNT
Current Bills Paid by Check	02/15/2024	\$ 473,264.97
Current Bills Paid by EFT	02/15/2024	\$ 700,418.90
Prepaid Bills Paid by Check	02/07/2024	\$ 55,000.00
Prepaid Bills Paid by Check	02/09/2024	\$ 3,819.61
Prepaid Bills Paid by EFT	02/09/2024	\$ 141,274.87
Prepaid Bills Paid by EFT	02/19/2024	\$ 9,117,665.13
Prepaid Bills Paid by ACH	02/08/2024	\$ 550.28
Prepaid Bills Paid by ACH	02/16/2024	\$ 43,400.09
(blank)	(blank)	
Grand Total		\$ 10,535,393.85

CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
(blank)	(blank)	(blank)	
995143029	02/08/2024	WE ENERGIES	\$ 160.62
995143030	02/08/2024	WE ENERGIES	\$ 384.16
995143031	02/08/2024	WE ENERGIES	\$ 5.50
203216	02/09/2024	RICHARD G FUEHRE	\$ 3,819.61
20002580	02/09/2024	BMO HARRIS/DINER	\$ 141,274.87
203217	02/15/2024	ABR EMPLOYMENTS	\$ 806.40
203218	02/15/2024	ADVANCE AUTO PAI	\$ 53.57
203219	02/15/2024	PATRICK LARRY ANE	\$ 6,950.00
203220	02/15/2024	BPB HOLDING CORP	\$ 72.00
203221	02/15/2024	KENNETH M BAUR	\$ 6,550.00
203222	02/15/2024	CEDAR CORPORATIC	\$ 6,658.75
203223	02/15/2024	CINTAS CORPORATI	\$ 126.40
203224	02/15/2024	COLDSPRINGS	\$ 601.00
203225	02/15/2024	COLUMBUS CATHOI	\$ 200.00
203226	02/15/2024	CONVENTION & VIS	\$ 144,282.26
203227	02/15/2024	DE LAGE LANDEN PL	\$ 954.98
203228	02/15/2024	DON NIKOLAI CONS	\$ 5,100.00
203229	02/15/2024	EAGLE ENGRAVING,	\$ 59.70
203230	02/15/2024	ELEVATED SAFETY	\$ 113.02
203231	02/15/2024	EVENTS ETC LLC	\$ 632.55
203232	02/15/2024	FIRE SAFETY USA, IN	\$ 92.00
203233	02/15/2024	FIREFIGHTER TRAINI	\$ 120.00
203234	02/15/2024	FORWARD APPRAIS,	\$ 5,950.00

CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
203235	02/15/2024	GANNETT MEDIA CC	\$ 569.21
203236	02/15/2024	GREEN MANUFACTU	\$ 352.56
203237	02/15/2024	GREMMER & ASSOC	\$ 28,207.65
203238	02/15/2024	CRAIG HAFFENBRED	\$ 5,457.00
203239	02/15/2024	HILLER'S HARDWAR	\$ 521.16
203240	02/15/2024	ISTATE TRUCK INC	\$ 508.19
203241	02/15/2024	KERRY STEINMETZ	\$ 40.00
203242	02/15/2024	MARK J. KNAUF	\$ 4,300.00
203243	02/15/2024	MARSHFIELD UTILIT	\$ 28,783.14
203244	02/15/2024	MARSHFIELD AREA I	\$ 120.00
203245	02/15/2024	MARSHFIELD CLINIC	\$ 739.20
203246	02/15/2024	MARSHFIELD WILBE	\$ 82.00
203247	02/15/2024	MARSHFIELD AREA I	\$ 130.00
203248	02/15/2024	MID WISCONSIN SU	\$ 121.35
203249	02/15/2024	MILL CREEK GARDEI	\$ 352.50
203250	02/15/2024	MPPA LAW ENFORC	\$ 217.63
203251	02/15/2024	MUNICIPAL PROPER	\$ 172,229.00
203252	02/15/2024	NORTH CENTRAL W	\$ 1,500.00
203253	02/15/2024	NATIONAL RECREAT	\$ 180.00
203254	02/15/2024	ODP BUSINESS SOLL	\$ 24.84
203255	02/15/2024	ASHTON BUTTS	\$ 75.00
203256	02/15/2024	BEVERLY A BORTH	\$ 12.00
203257	02/15/2024	RICHARD HASSETT	\$ 2,616.98
203258	02/15/2024	PAW HEALTH NETW	\$ 719.04
203259	02/15/2024	PK ELECTRONICS	\$ 1,206.45
203260	02/15/2024	PROVISION PARTNE	\$ 1,427.07
203261	02/15/2024	RAINBOW TREE COM	\$ 4,916.51
203262	02/15/2024	RENT-A-FLASH OF W	\$ 240.30
203263	02/15/2024	SCHIERL TIRE & SER'	\$ 402.00
203264	02/15/2024	SOUTH CENTRAL LIE	\$ 17,320.00
203265	02/15/2024	SPEE-DEE DELIVERY	\$ 186.64
203266	02/15/2024	STAN'S INDUSTRIAL	\$ 481.60
203267	02/15/2024	STATE OF WISCONS	\$ 6,736.23
203268	02/15/2024	STRATA DEFENSE LL	\$ 1,159.65
203269	02/15/2024	CHRIS TERSKI AND C	\$ 7,200.00
203270	02/15/2024	UNIVERSITY OF NEV	\$ 1,582.50
203271	02/15/2024	U.S. CELLULAR	\$ 8.11
203272	02/15/2024	VICTORY APPAREL	\$ 15.00
203273	02/15/2024	WEILER ENTERPRISE	\$ 151.76
203274	02/15/2024	WEILER TRANSPORT	\$ 603.90
203275	02/15/2024	WEPAK-N-SHIP	\$ 26.35
203276	02/15/2024	WI DEPARTMENT OF	\$ 280.00
203277	02/15/2024	WI EMERGENCY MA	\$ 205.00
203278	02/15/2024	WOOD COUNTY TRE	\$ 1,844.82
203279	02/15/2024	WOOD COUNTY REC	\$ 90.00
20002585	02/15/2024	ADAPTOR, INC.	\$ 8,338.08

CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
20002586	02/15/2024	ADVANCE AUTO PAI	\$ 364.86
20002587	02/15/2024	S.J. ELECTRO SYSTEM	\$ 480.00
20002588	02/15/2024	AMAZON CAPITAL S	\$ 764.37
20002589	02/15/2024	ARAMARK UNIFORM	\$ 251.66
20002590	02/15/2024	ARROW TERMINAL I	\$ 185.45
20002591	02/15/2024	ASCENDANCE TRUC	\$ 371.53
20002592	02/15/2024	ASSOCIATED SERVIC	\$ 409.70
20002593	02/15/2024	ATHENS VETERINAR	\$ 1,222.07
20002594	02/15/2024	BAKER AND TAYLOR	\$ 2,040.88
20002595	02/15/2024	BAUERNFEIND BUSI	\$ 52.16
20002596	02/15/2024	JEFF BARTH	\$ 1,170.00
20002597	02/15/2024	BROOKS TRACTOR II	\$ 870.87
20002598	02/15/2024	CARRICO AQUATIC F	\$ 125.00
20002599	02/15/2024	CENGAGE LEARNINC	\$ 66.27
20002600	02/15/2024	CENTRAL STATE SUF	\$ 67.52
20002601	02/15/2024	CENTRAL WI AUTO I	\$ 155.71
20002602	02/15/2024	COMPLETE OFFICE C	\$ 5,741.51
20002603	02/15/2024	DALCO ENTERPRISEI	\$ 449.85
20002604	02/15/2024	DIRECT NETWORKS	\$ 21,281.12
20002605	02/15/2024	DUFFY'S AIRCRAFT S	\$ 7,792.00
20002606	02/15/2024	GRAINGER	\$ 20.91
20002607	02/15/2024	H&S PROTECTION S'	\$ 815.76
20002608	02/15/2024	HEINZEN PRINTING	\$ 304.00
20002609	02/15/2024	K & C CLEANING LLC	\$ 2,188.92
20002610	02/15/2024	KURITA AMERICA IN	\$ 12,348.00
20002611	02/15/2024	L.F. GEORGE, INC.	\$ 2,780.39
20002612	02/15/2024	MARATHON COUNT	\$ 804.57
20002613	02/15/2024	MARSHFIELD AREA I	\$ 407.00
20002614	02/15/2024	MARSHFIELD BOOK	\$ 766.80
20002615	02/15/2024	MENARDS	\$ 3,170.28
20002616	02/15/2024	MERKEL COMPANY	\$ 4,006.82
20002617	02/15/2024	MIDWEST TAPE	\$ 258.63
20002618	02/15/2024	MISSISSIPPI WELDEF	\$ 546.37
20002619	02/15/2024	NASSCO, INC	\$ 836.53
20002620	02/15/2024	NORTH CENTRAL LA	\$ 951.97
20002621	02/15/2024	NORTHERN LAKE SE	\$ 466.57
20002622	02/15/2024	MARK A. OTT	\$ 240.00
20002623	02/15/2024	PACKER FASTENER	\$ 81.26
20002624	02/15/2024	PARKITECTURE & PL	\$ 4,672.75
20002625	02/15/2024	PER MAR SECURITY	\$ 853.20
20002626	02/15/2024	POMP'S TIRE SERVIC	\$ 149.87
20002627	02/15/2024	POWER PAC INC	\$ 82.36
20002628	02/15/2024	RCN COMMUNICATI	\$ 741.14
20002629	02/15/2024	REIGEL PLUMBING &	\$ 606.30
20002630	02/15/2024	RIPP DISTRIBUTING	\$ 18.00
20002631	02/15/2024	ROCK OIL REFINING,	\$ 135.00

CHECK NUMBER	CHECK DATE	VENDOR NAME	Sum of AMOUNT
20002632	02/15/2024	S&R TRUCK LLC	\$ 8,825.05
20002633	02/15/2024	SAFE-FAST, INC	\$ 387.00
20002634	02/15/2024	SHERWIN WILLIAMS	\$ 134.54
20002635	02/15/2024	SHERWIN INDUSTRI	\$ 1,510.76
20002636	02/15/2024	SPECTRUM INSURAI	\$ 584,677.00
20002637	02/15/2024	DAVID AND CHRISTY	\$ 1,386.00
20002638	02/15/2024	STRAND ASSOCIATE	\$ 11,500.00
20002639	02/15/2024	UNIFIRST CORPORA	\$ 220.82
20002640	02/15/2024	UNIQUE	\$ 139.80
20002641	02/15/2024	V & H AUTOMOTIVE	\$ 255.65
20002642	02/15/2024	VORPAHL FIRE & SA	\$ 351.15
20002643	02/15/2024	WI LIFTING SPECIAL	\$ 63.96
20002644	02/15/2024	WOOD COUNTY TRE	\$ 513.16
995143043	02/16/2024	MARSHFIELD UTILIT	\$ 1,476.21
995143044	02/16/2024	MARSHFIELD UTILIT	\$ 698.90
995143045	02/16/2024	MARSHFIELD UTILIT	\$ 2,220.09
995143046	02/16/2024	MARSHFIELD UTILIT	\$ 2,534.34
995143047	02/16/2024	MARSHFIELD UTILIT	\$ 56.47
995143048	02/16/2024	MARSHFIELD UTILIT	\$ 747.20
995143049	02/16/2024	MARSHFIELD UTILIT	\$ 167.43
995143050	02/16/2024	MARSHFIELD UTILIT	\$ 34.09
995143051	02/16/2024	MARSHFIELD UTILIT	\$ 1,607.68
995143052	02/16/2024	MARSHFIELD UTILIT	\$ 1,399.45
995143053	02/16/2024	MARSHFIELD UTILIT	\$ 199.09
995143054	02/16/2024	MARSHFIELD UTILIT	\$ 2,113.79
995143056	02/16/2024	MARSHFIELD UTILIT	\$ 2,956.69
995143057	02/16/2024	MARSHFIELD UTILIT	\$ 16.82
995143058	02/16/2024	MARSHFIELD UTILIT	\$ 23,403.01
995143059	02/16/2024	MARSHFIELD UTILIT	\$ 2,688.55
995143060	02/16/2024	MARSHFIELD UTILIT	\$ 41.90
995143061	02/16/2024	MARSHFIELD UTILIT	\$ 366.75
995143062	02/16/2024	MARSHFIELD UTILIT	\$ 54.60
995143063	02/16/2024	MARSHFIELD UTILIT	\$ 141.31
995143064	02/16/2024	MARSHFIELD UTILIT	\$ 454.88
995143065	02/16/2024	MARSHFIELD UTILIT	\$ 20.84
20002581	02/19/2024	MARATHON COUNT	\$ 290,514.77
20002582	02/19/2024	MID-STATE TECHNIC	\$ 630,035.37
20002583	02/19/2024	SCHOOL DISTRICT O	\$ 4,532,036.72
20002584	02/19/2024	WOOD COUNTY TRE	\$ 3,665,078.27
203213	02/07/2024	JANET M. KNAUF	\$ 55,000.00
Grand Total			\$ 10,535,393.85



MEMORANDUM

DATE: February 15, 2024
TO: Finance, Budget & Personnel Committee
FROM: Tom Loucks, Communications Director
RE: Budget Resolution 03-2024 studio lighting for new space

Background

The Marshfield Broadcasting Division in the Communications Department produces several local television-style programs in a studio setting on a weekly basis by using professional studio lighting to brighten and shape the set. The current lighting units purchased in 2007 are no longer made, the bulbs are failing, difficult to purchase, and cost approximately \$50 per bulb if we can find a distributor. The lighting distribution panel was unusable upon taking over the former MCTV studio, but we fixed the unit in-house at no cost and have been using it for the past 5-years, but recently been starting to fail at times.

Summary

Without proper studio lighting, the quality of the television programs would be poor and unusable. This would impact not only the City's outreach of governmental affairs programs used to inform the residents of Marshfield but also television programs such as candidate interviews for elections, non-profit organizations events, and local businesses.

We could continue to use the old lighting but the new build-out space does not easily accommodate this approach. The style of this lighting would require additional support structure, removal of the ceiling panels, and special wiring in the ceiling, so there are no tripping hazards or building code violations.

Since this is a new remodel of existing space, the lighting should be installed at this time instead of doing it later or trying to use the existing lighting we currently have.

I am requesting this budget resolution now, because at the time of the project and budgeting process in 2023, I didn't plan on remodeling the existing space in City Hall. The original plan and my recommendation to the Communications Committee, Council, and City staff was to use the current space used for storage and employee exercise area without spending monies on a build-out. My recommendation at that time was going to allow us to use the already budgeted money on new lighting in a room that was already constructed.

The change was due to concerns by City maintenance.

The funding source for this expenditure will come from the 235 Fund (Cable TV Franchise Fees) There are no tax-payer monies to be used in the purchase and installation of this lighting project.

Recommendation

I recommend that the Committee approve moving forward on purchasing the lighting.



MEMORANDUM

DATE: February 15, 2024
TO: Finance, Budget & Personnel Committee
FROM: Tom Loucks, Communications Director
RE: Budget Resolution 04-2024 Extend rent with Christy and Dave Steinle for Communications Department space

Background

On April 1, 2019 the City signed a 5-year lease with Christy and Dave Steinle for office and studio space to be used for the Communications Department at a rate of \$1061.00/month. On February 18, 2021 the City amended the lease to vacate rooms 104 and 108 on the first-floor for additional spaced of 1600 sq. ft. on the fifth-floor for \$1386.00/month.

The current lease ends on March 31, 2024 and the 2024 Communications budget does not have funding for rent approved in the 2024 budget for after March 31, 2024.

Looking back, the City ended up saving approximately \$3,500.00/month moving the former Marshfield Community Television Station (MCTV) out the former space of the Marawood Building at the end of April 2019 in order to develop internal Communications Department.

Summary

We are looking to extend our monthly rent for an additional 3 months at a rate of \$1434.51/month, which is based on a 3.5% increase from the Steinle's, due to the end of the current lease to expire on March 31, 2024. Steinle's are offering the City a month-by-month basis at this time without the needs of a new lease.

The reasoning for an extension is due to the build out project for the Communications Department relocation in City Hall, which has not been completed and will not be done by the end of March 2024.

The funding source for this expenditure will come from the 235 Fund (Cable TV Franchise Fees). The fund will not see an impacted for doing a 3-month extension. There would be no taxpayer monies used in extending the lease.

Recommendation

I recommend that the Committee approvals a lease extension for 3-months.



City of Marshfield Memorandum

TO: Common Council
FROM: Jennifer Selenske, Finance Director
RE: Budget Resolution 27-2023 TID 9 Debt Service
DATE: February 20, 2024

BACKGROUND

The finance department makes principal and interest payments for outstanding bonds and notes in March and September each year. Part of the process is to check if principal and interest are budgeted in each fund. It was noted the amount budgeted in TIF District 9 was incorrect and requires a budget resolution to correct.

RECOMMENDATION

Staff recommends approval of Budget Resolution 05-2024.

BUDGET RESOLUTION NO. 05-2024

A resolution changing the 2024 budget of the City of Marshfield, Wisconsin.

Budget Amendment

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the 2024 adopted budget for the Tax Increment Financing District 9 fund principal account is increased by \$175,000 and the interest payable account is increased by \$64,042.50.
2. That upon the adoption of this resolution by a two-thirds vote of the entire membership of the Common Council, and within ten (10) days thereafter, the City Clerk shall publish notice of this change in the official newspaper.

ADOPTED _____

Mayor

APPROVED _____

Attest – City Clerk

PUBLISHED _____

Accounting Note: Budgetary Only

Increase 434-56620-08-56110 \$175,000

Increase 434-56620-08-56210 \$64,042.50



City of Marshfield

Memorandum

TO: Finance, Budget, and Personnel Committee
FROM: Amanda Bruce, Recreation Manager
DATE: February 20th, 2024
RE: Senior Coordinator position – Parks & Recreation Department

Summary:

The Senior Coordinator for the Parks & Recreation Department performs a variety of duties and tasks relating to the effective operation of the senior center (adults 55+) and the delivery of its services to the public. This position also assists the Recreation Manager on Department goals and objectives.

The position was filled for the past 2 years and 5 months and is an essential function in the Parks & Recreation office. The previous Senior Coordinator gave adequate separation notice, and the position has been since re-evaluated in order to best suit the needs of the Parks & Recreation Department and the Senior Center.

The Senior Coordinator is a permanent part-time position and, after evaluation, the position is ready to be posted for hiring. The Parks & Recreation Department is requesting approval from the Finance, Budget, and Personnel Committee to post the position.

Recommendation:

Approve posting and filling the Senior Coordinator position at the Parks & Recreation Department.

JOB DESCRIPTION

Job Title:	Senior Coordinator	Department:	Parks & Recreation
Job Code:	Assigned by HR	Pay Grade:	
Supervisor:	Recreation Manager	Exempt Status:	

JOB SUMMARY

The Senior Coordinator for the Parks & Recreation Department performs a variety of duties and tasks relating to the effective operation of the senior center (adults 55+) and the delivery of its services to the public. This position also assists the Recreation Manager on Department goals and objectives.

ESSENTIAL JOB FUNCTIONS

- Hires, trains & evaluates volunteers and entertainment for activities, programs, and trips.
- Works with Recreation Manager to organize, coordinate, and implement community activities and/or day field trips for adults 55+.
- Works with vendors to obtain prices, equipment, and supplies.
- Responsible for event readiness including site and facility inspections.
- Responsible for supervision of classes, activities, and day trips.
- Performs room set-up and take down.
- Responsible for public inquiries about community activities (especially inquiries about adult 55+ activities/trips) and on-site public relations at planned events. Appropriately handles questions and concerns. Observes, enforces, and explains all facility rules and regulations.
- Assists in the implementation of financial procedures, ensures consistency in Parks and Recreation standards.
- Records and verifies program, class, and trip attendance
- Attends and provides in-service training, ongoing evaluations, and staff/volunteer training. Responsible for programming including communication and scheduling staff volunteers.
- Communicates equipment and supply needs to Recreation Manager.
- Ensures that staff/volunteers follow proper procedures. Prepares and submits records and reports as needed.
- Organizes information and materials for distribution to the public and program participants and assists in keeping handout information up-to-date. Oversees publication information for adult 55+ planned activities/events (brochures, letters, posters, news releases, flyers, monthly newsletters, etc.).
- Stays abreast of community social services and assists adults in obtaining information.
- Receives and conveys information to and from the public and city personnel to department staff in an accurate and effective manner through the use of email, voice mail, written messages, and telephone.
- Assists supervisory staff in the planning of Senior Center's services/activities to help ensure a coordinated and effective implementation of the services/activities, to the public.
- Reviews and meets ongoing competency requirements of the role to maintain the skills, knowledge, and abilities to perform role specific functions within scope.
- Regular attendance is required in order to carry out the essential functions of the position.

ADDITIONAL DUTIES		
Other duties as assigned.		
JOB QUALIFICATIONS		
EDUCATION High School graduate or GED required. Bachelor's degree in Recreation, Geriatrics, Social Work or related field preferred.		
EXPERIENCE Minimum Required: Must be at least 18 years of age or older. Two years of related experience, preferably in municipal park and recreation or equivalent combination of related education and experience that provides knowledge, skills, and abilities for the position. Preferred/Optional: Member of Wisconsin Association of Senior Centers (WASC) or willingness to join.		
CERTIFICATIONS/LICENSES <i>The following licensure(s), certification(s), registration(s), etc., are required for this position. Licenses with restrictions are subject to review to determine if restrictions are substantially related to the position.</i> Minimum Required: Valid Wisconsin driver's license required; Must hold current American Red Cross CPR, First Aid and AED certification (can obtain through the department within the first year of employment); Preferred/Optional:		
KNOWLEDGE/SKILLS/ABILITIES Ability to assign duties and supervise personnel, volunteers, and contractual entertainment; Knowledge of equipment, facilities, operation, and techniques used in comprehensive community recreation programs with adults 55+. Knowledge of Microsoft Office programs.		
EXCLUSION FROM FEDERAL PROGRAMS		
Certain employees (Fire Department, Administration, and Finance employees) may not at any time have been or be excluded from participation in any federally funded program, including Medicare and Medicaid. This is a condition of employment. Employee must immediately notify his/her manager if he/she is threatened with exclusion or becomes excluded from any federally funded program.		
ORGANIZATIONAL CORE VALUE		
<ul style="list-style-type: none"> Professionalism Integrity 	<ul style="list-style-type: none"> Customer Service Respect 	<ul style="list-style-type: none"> Teamwork Accountability

PHYSICAL DEMANDS					
Expected Physical Demands of the Role	Expected Frequency Individual Will Perform the Physical Demands in the Role				
	Continuously (67 – 100%) <i>Greater than 5 hours of 8 hour work day</i>	Frequently (34 – 66%) <i>2 ½ to 5 hours of 8 hour work day</i>	Occasionally (11 – 33%) <i>50 minutes to 2 ½ hours of 8 hour work day</i>	Seldom (0 – 10%) <i>Less than 50 minutes of 8 hour work day</i>	Not Present
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grasp	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift and carry 10 pounds or less for a short distance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift and carry less than 35 pounds for a short distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift greater than 35 pounds utilizing mechanical systems or with additional personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pivot waist and neck	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push and pull 50 pounds or less	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Push and pull greater than 50 pounds utilizing mechanical systems or with additional personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach less than 5 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach higher than 5 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit with back support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit without back support	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stand Unsupported	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrist flexion/extension	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All employees are required to utilize proper body mechanics, lifting and moving techniques and/or request assistance from additional staff before attempting to lift any weight outside of their physical capabilities and/or provider ordered restrictions. Actual weight(s) of individuals or items to be lifted vary substantially and must be carefully assessed by staff before attempting a lift to minimize the risk of employee injury.					
Hearing and Vision			Requirement	Not a Requirement	
Normal vision with/without correction			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Color vision			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Normal hearing with/without correction			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

ENVIRONMENTAL FACTORS					
Expected Environmental Factors of the Role	Expected Frequency Individual Will Be Exposed to Environmental Factors Demands in the Role				
	Continuously (67 – 100%) <i>Greater than 5 hours of 8 hour work day</i>	Frequently (34 – 66%) <i>2 ½ to 5 hours of 8 hour work day</i>	Occasionally (11 – 33%) <i>50 minutes to 2 ½ hours of 8 hour work day</i>	Seldom (0 – 10%) <i>Less than 50 minutes of 8 hour work day</i>	Not Present
Works indoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses a computer monitor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works at unprotected heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works with explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to biological agents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to excessive noises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to extreme hot or cold temperature and/or changes in humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to radiation or electrical energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to slippery or uneven walking surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to solvents, grease or oils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Around moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operates moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other special conditions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>All employees are required to appropriately dress is based on the area the position resides in and must follow the Dress Code policy and other applicable departmental policies.</i>					

SPECIAL FACTORS				
Expected Travel and Shift Factors of the Role	Expected Frequency Individual Will Be Requested of Travel and Shift Factors in the Role			
	Frequently Required	Occasionally Required	Seldom Required	Unlikely
Day travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overnight travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On-call shifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday shifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>All employees' hours are scheduled according to the needs of the department. Occasional changes to scheduled hours may be necessary when required by workload or departmental deadlines. May require additional hours based on workload, staffing or emergency situations.</i>				

The statements above are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and additional job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

CREATED BY: Parks & Recreation Director/Recreation Manager

DATE REVIEWED: 02/12/2024



MEMORANDUM

DATE: January 17, 2022
TO: Finance, Budget & Personnel Committee
FROM: Sarah Dresel, Human Resources Director
RE: Payroll Resolution No. 2024-09 (revised seasonal pay scale)

BACKGROUND

The seasonal pay schedule was updated last year with significant changes to the pay scale for seasonal employees. Each year, department and division heads provide recommendations and justification for adjustments and/or changes to the seasonal pay scale. The following information has been collected for consideration.

ANALYSIS

For the 2024 seasonal pay analysis, staff met to discuss any updates or needed changes at the end of the year in December. Staff from the Street Department, Parks & Recreation, IT, Public Works, Police Department, Wastewater Department, Finance Department and Human Resources met to discuss local hiring, surrounding community hiring and other useful information for wage analysis.

Based on the discussion, only a few minor changes are being requested for the 2024 Seasonal Pay Scale. These include the following:

- Park Patrol will be moved from the Police Department section of the policy and moved to Grade 5 on the pay scale.
- Officials for the Parks & Recreation Department will be updated to only designate either non-certified or certified on the pay scale in grades 25 and 35.
- No updates to pay ranges for the 2024 seasonal pay scale.

RECOMMENDATION

Staff recommends that the Finance, Budget and Personnel Committee recommend approval of Payroll Resolution No. 2024-09 seasonal pay rates effective February 28, 2024.

RESOLUTION NO. 2024-09
PAYROLL RESOLUTION

WHEREAS, the city of Marshfield offers a wide variety of recreational programs and services in the community on a year-round basis; and

WHEREAS, other City departments utilize seasonal employees for projects and services the City offers; and

WHEREAS, it is necessary to attract qualified employees to ensure these programs, projects and services can be offered/completed; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Marshfield that the attached pay plan be adopted effective February 28, 2024 as specifically designated.

ADOPTED: _____
Lois TeStrake, Mayor

APPROVED: _____
Jessica Schiferl, City Clerk

City of Marshfield - Seasonal Pay

Payroll Resolution 2024-09

Rates Effective 02/28/2024

Grade	Department	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
5		\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00
Casual Temporary Clerical I	ALL						
Technology Document Processor I	IT						
Technology Intern I	IT						
Park Patrol	Police						
Program Instructor	Parks & Recreation						
Scorekeeper	Parks & Recreation						
Special Event Assistant	Parks & Recreation						
Pool Attendant	Parks & Recreation						
10		\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50
Facility Supervisor	Parks & Recreation						
Ice Rink Supervisor	Parks & Recreation						
Parks/Cemetery/Forestry Operation	Parks & Recreation						
Program Leader	Parks & Recreation						
Zoo Intern I	Parks & Recreation						
Streets Laborer I	Streets						
15		\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50
Casual Temporary Clerical II	ALL						
Technology Intern II	IT						
Lifeguard	Parks & Recreation						
Program Director	Parks & Recreation						
Zookeeper Assistant	Parks & Recreation						
Engineering Intern I	Public Works						
20		\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00
Technology Document Processor II	IT						
Technology Helpdesk Assistant	IT						
Technology Intern III	IT						
Assistant Head Lifeguard	Parks & Recreation						
Early Bird Lap Swim Guard	Parks & Recreation						
Official - (non-certified)	Parks & Recreation						
Parks/Cemetery/Forestry Technician	Parks & Recreation						
Program Coordinator	Parks & Recreation						
Zoo Education Coordinator	Parks & Recreation						
Streets Laborer II	Streets						
Wastewater Intern	Wastewater						
25		\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50
Head Lifeguard	Parks & Recreation						
Official - (non-certified)	Parks & Recreation						
Program Supervisor	Parks & Recreation						
Seasonal Parks Technician	Parks & Recreation						
Seasonal CDL Street Maintenance	Streets						
30		\$18.00	\$18.50	\$19.00	\$19.50	\$20.00	\$20.50
Engineering Intern II	Public Works						
35		\$19.00	\$19.50	\$20.00	\$20.50	\$21.00	\$21.50
Official - Youth/game (certified)	Parks & Recreation						
Pool & Concenssions Manager	Parks & Recreation						
Seasonal Long Term (Apr-Oct) CDL	Streets						
Chief Election Inspector	Clerks Department						
40		\$20.00	\$20.50	\$21.00	\$21.50	\$22.00	\$22.50
GIS Intern	Public Works						
45		\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50
Engineering Intern III	Public Works						

Anyone reaching Step 6 will get \$0.25 per hour increase each additional year they return up to a max of \$1.50 above Step 6 Wages.

Ex: If an employee is in Grade 25, Step 6 (\$18.50), next year they would get \$18.75.

Police Department

Postion	Wage or Range	
Parking Enforcement	\$15.00	
Transport Coordinator	\$15.00	
Transport Officers	\$12.00 - \$15.00	
Crossing Guards I (1-4 years)	\$11.00	
Crossing Guards II (5+ years)	\$12.50	

Election Workers

Position	Wage
Voter Registration	\$10.00
Election Inspector	\$10.00



MEMORANDUM

DATE: February 16, 2024
TO: Finance, Budget and Personnel Committee
FROM: Sarah Dresel, Human Resources Director
RE: Policy 3.335 re: Dress Code

BACKGROUND

The City created a Dress Code Policy in 2018. The original policy addressed both appropriate and inappropriate attire for employees. It was primarily intended for office workers at City Hall and other City office settings or when employees conduct City business or representing the City. It did indicate that employees are responsible for “dress for their day” in regards to attire.

ANALYSIS

Since the creation of the policy in 2018, organizations, both private and public, have started to update and change their dress code policies to reflect a more flexible atmosphere in the workplace.

The updates shift the requirement of Business or Business Casual attire to being more flexible with Casual attire options. Employees will still be required to wear clothing that is neat, clean and without rips or holes. There are still times when Business or Business Casual attire is the most appropriate option for employees, such as meetings with members of Common Council, formal meetings with members of the public, etc. Department Heads and Supervisors remain responsible for fairly and consistently administering these guidelines as described within the policy.

Some notable updates and changes include the following:

- Business casual attire is still expected for public meetings and as appropriate for meetings and other interactions.
- Casual attire is acceptable, including jeans, throughout the workweek. This was already tested successfully on Friday’s with little issue or complaints since it began.
- T-shirts with large logo’s, wording or pictures are reserved for Friday’s only. Monday - Thursday, t-shirts should be plain or only include a small logo (like a Nike Swoosh or UnderArmor logo as examples).
- Sweatshirts (crew and hooded) are reserved for Friday’s only.

RECOMMENDATION

Staff is recommending that the Finance, Budget and Personnel Committee recommend approval of updates to policy 3.335 for approval by Common Council.



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

- | | |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER: Employee Conduct and Relations

SUBJECT: Dress ~~Code~~for Your Day

POLICY NUMBER: 3.335

PAGES: 3

EFFECTIVE DATE: 03/01/2024

APPROVAL DATE/IMPLEMENTED: September 1, 2018

REVISION DATE: 02/27/2024

PERMANENT DELETION DATE:

DEPARTMENTS OF PRIMARY RESPONSIBILITY: All City Departments, excluding Library.

Special Note: This policy does not constitute an employment contract. The City of Marshfield reserves the right to amend this policy at any time subject only to approval by the Common Council.

I. PURPOSE

Dress for your day provides employees with the flexibility to choose appropriate work attire based upon their workday, anticipated meetings and interactions with others. Employees will use good judgment when deciding what to wear to work using basic guidelines provided within this policy. These guidelines are intended for non-uniformed office workers at City Hall and other City office settings. These dress standards do not apply to those employees working in the field, performing manual work in Departments such as the Department of Public Works and Parks and Recreation Maintenance Departments. Attire for these employees shall be determined by the Department Head. This policy shall apply when on City business or otherwise representing the City. Additional department-specific requirements may apply. City employees present the first impression of the City of Marshfield to members of the public, and therefore, must present a professional image at all times. Professional attire complements an environment that reflects an efficient, orderly, professionally-operated organization.

The expectation is that employees will wear clothing appropriate for the type of work being performed. We all share in the responsibility to portray a positive image for the City, and managers and supervisors are responsible for fairly and consistently administering these guidelines as described within this policy.

The purpose of this This policy is to will provide guidelines for employees and management as to what does and does not constitute appropriate professional attire. This policy is not an all-inclusive list of what is and is not acceptable and employees must exert judgment in their choice of clothing that is worn to work. This policy is primarily intended for office workers at City Hall and other City office settings. This policy shall apply when on City business or otherwise representing the City. Additional department specific requirements may apply.

The City reserves the right to rescind and/or amend this, and all City policies, at any time.

II. POLICY

1. Acceptable ~~Professional Business Casual~~ Attire: ~~A business casual dress code is appropriate for presenting a professional image for City of Marshfield employees Monday through Thursday.~~
 - a. ~~Clothing that projects a professional image.~~ All clothing shall be neat, clean and without rips, holes, etc.
 - b. Dress pants, ~~or khakis, pants~~ corduroys or capris. ~~this includes dressy pants that are at least mid-calf in length/capris.~~
 - c. Casual dresses, skirts, and skorts ~~that are no shorter than 3 inches above the top of the knee of appropriate length.~~
 - d. Casual blouses or shirts, dress shirts, sleeveless sweaters and shirts, polo collar knit or golf-type shirts, button down shirts, sweaters and turtlenecks. Suit jackets and sport jackets.
 - e. ~~Walking shoes, tennis shoes, loafers,~~ clogs, boots, flats, ~~and~~ dress heels and, ~~Open toe dress shoes.~~
 - f. ~~Formal business~~ casual attire (~~dress pants/khakis, dress skirts, dress shirts, ties, etc.)~~ are is expected for public meetings (Common Council; Finance, Budget, and Personnel; Board of Public Works, etc.) and as appropriate for meeting and other interactions.
2. Acceptable Casual Attire: ~~A casual dress code is appropriate for City of Marshfield employees on Fridays.~~ Employees are expected to present a neat appearance.
 - a. All clothing shall be neat, clean and without rips, holes, etc.
 - ~~a-b.~~ Jeans are acceptable and must be in good condition.
 - ~~b-c.~~ T-shirts with a small logo (like Nike, Under Armor, etc.). T-shirts with large logo's, wording or pictures can be worn on Friday's only and must be in good condition and sweatshirts must be in good condition.
 - d. Any of the above "Acceptable Professional Attire" is also appropriate on casual Fridays. Sweatshirts, crew or hooded, can be worn on Friday's only and must be in good condition.
 - ~~e-e.~~ Sandals (that are not rubber soled flip-flops), athletic/walking shoes and tennis shoes.
3. Unacceptable Attire: The following is not acceptable attire.
 - a. Clothing that is tight, ~~clothing that is~~ or revealing such that either the midriff or cleavage is exposed.
 - b. Clothing that contains offensive words, cartoons, or images, etc.
 - c. Clothing that contains political statements, slogans or campaign related information.

- d. If an employee may influence the determination of a contract with a vendor, the employee shall not wear any type of clothing, footwear, headgear, etc. that contains the name of a company or corporation that the City contracts with or uses as a vendor.
- e. ~~Blue denim jeans (with the exception of Fridays or days designated by the City Administrator) shorts, bib overalls, sweatpants, exercise pants, scrubs, warm-up suits or and any spandex like material pants that can be used for exercise~~ bib overalls.
- f. Leggings (unless paired with an appropriate length shirt, skirt or dress).
- ~~f.g.~~ g. Shorts, tight skirts, and mini-skirts. Strapless dresses and spaghetti-strap dresses.
- ~~g.h.~~ h. Midriff tops, halter-tops and tube tops.
- i. Caps/Hats (unless acceptable for specific positions).
- ~~h.j.~~ j. Shower footwear, beach flip-flops, or slippers.

~~i. Using a reasonable person standard, tattoos, piercings, and/or other attire may be considered inappropriate for the workplace.~~

III. COMPLIANCE REQUIREMENTS

1. City of Marshfield employees are responsible for complying with the above expectations and guidelines. Please contact your supervisor or Human Resources if you have a question or concern regarding this policy.
2. It is within the department/division head's sole discretion to determine whether an employee is wearing appropriate clothing and meeting standards. Employees should direct questions as to whether or not a certain item is considered acceptable attire to their department/division head.
3. Employee Request for Review. An employee who believes they have been treated unfairly or inappropriately under this policy may ask that the matter be reviewed by Human Resources. Human Resources will work with the employee and the Department to review the matter in a timely manner.

IV. EXCEPTIONS

1. Employees working in the field, performing manual duties or at a worksite calling for other attire, ~~jeans or similar attire~~, which is appropriate to the type of work being performed by the employee.
2. This policy shall not apply to employees who wear uniforms or in situations where the employees' clothing is addressed through a collective bargaining agreement.
3. Exceptions to this policy may be made on a case-by-case basis for religious reasons, medical conditions, and other applicable circumstances. Requests of this nature must be submitted for review to the Human Resources Department.



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
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CHAPTER: Employee Conduct and Relations
SUBJECT: Dress for Your Day
POLICY NUMBER: 3.335
PAGES: 3
EFFECTIVE DATE: 03/01/2024
IMPLEMENTED: September 1, 2018
REVISION DATE: 02/27/2024
PERMANENT DELETION DATE:
DEPARTMENTS OF PRIMARY RESPONSIBILITY: All City Departments, excluding Library.

Special Note: This policy does not constitute an employment contract. The City of Marshfield reserves the right to amend this policy at any time subject only to approval by the Common Council.

I. PURPOSE

Dress for your day provides employees with the flexibility to choose appropriate work attire based upon their workday, anticipated meetings and interactions with others. Employees will use good judgment when deciding what to wear to work using basic guidelines provided within this policy. These guidelines are intended for non-uniformed office workers at City Hall and other City office settings. These dress standards do not apply to those employees working in the field, performing manual work in Departments such as the Department of Public Works and Parks and Recreation Maintenance Departments. Attire for these employees shall be determined by the Department Head. This policy shall apply when on City business or otherwise representing the City. Additional department-specific requirements may apply.

The expectation is that employees will wear clothing appropriate for the type of work being performed. We all share in the responsibility to portray a positive image for the City, and managers and supervisors are responsible for fairly and consistently administering these guidelines as described within this policy.

This policy will provide guidelines for employees and management as to what does and does not constitute appropriate attire. This policy is not an all-inclusive list of what is and is not acceptable and employees must exert judgment in their choice of clothing that is worn to work.

The City reserves the right to rescind and/or amend this, and all City policies, at any time.

II. POLICY

1. Acceptable Business Casual Attire:

- a. All clothing shall be neat, clean and without rips, holes, etc.
- b. Dress pants, khakis, corduroys or capris.
- c. Casual dresses, skirts, and skorts of appropriate length.
- d. Casual blouses or shirts, dress shirts, sleeveless sweaters and shirts, polo collar knit or golf-type shirts, button down shirts, sweaters and turtlenecks. Suit jackets and sport jackets.
- e. Loafers, clogs, boots, flats, dress heels and open toe dress shoes.
- f. Business casual attire is expected for public meetings (Common Council; Finance, Budget, and Personnel; Board of Public Works, etc.) and as appropriate for meeting and other interactions.

2. Acceptable Casual Attire: Employees are expected to present a neat appearance.

- a. All clothing shall be neat, clean and without rips, holes, etc.
- b. Jeans are acceptable and must be in good condition.
- c. T-shirts with a small logo (like Nike, Under Armor, etc.). T-shirts with large logo's, wording or pictures can be worn on Friday's only and must be in good condition.
- d. Sweatshirts, crew or hooded, can be worn on Friday's only and must be in good condition.
- e. Sandals (that are not rubber soled flip-flops), athletic/walking shoes and tennis shoes.

3. Unacceptable Attire: The following is not acceptable attire.

- a. Clothing that is tight or revealing such that either the midriff or cleavage is exposed.
- b. Clothing that contains offensive words, cartoons, or images, etc.
- c. Clothing that contains political statements, slogans or campaign related information.
- d. If an employee may influence the determination of a contract with a vendor, the employee shall not wear any type of clothing, footwear, headgear, etc. that contains the name of a company or corporation that the City contracts with or uses as a vendor.
- e. Sweatpants, exercise pants, scrubs, warm-up suits or bib overalls.
- f. Leggings (unless paired with an appropriate length shirt, skirt or dress).
- g. Shorts, tight skirts, and mini-skirts. Strapless dresses and spaghetti-strap dresses.
- h. Midriff tops, halter-tops and tube tops.
- i. Caps/Hats (unless acceptable for specific positions).
- j. Shower footwear, beach flip-flops or slippers.

III. COMPLIANCE REQUIREMENTS

1. City of Marshfield employees are responsible for complying with the above expectations and guidelines. Please contact your supervisor or Human Resources if you have a question or concern regarding this policy.
2. It is within the department/division head's sole discretion to determine whether an employee is wearing appropriate clothing and meeting standards. Employees should direct questions as to whether or not a certain item is considered acceptable attire to their department/division head.
3. Employee Request for Review. An employee who believes they have been treated unfairly or inappropriately under this policy may ask that the matter be reviewed by Human Resources. Human Resources will work with the employee and the Department to review the matter in a timely manner.

IV. EXCEPTIONS

1. Employees working in the field, performing manual duties or at a worksite calling for other attire, which is appropriate to the type of work being performed by the employee.
2. This policy shall not apply to employees who wear uniforms or in situations where the employees' clothing is addressed through a collective bargaining agreement.
3. Exceptions to this policy may be made on a case-by-case basis for religious reasons, medical conditions, and other applicable circumstances. Requests of this nature must be submitted for review to the Human Resources Department.



MEMORANDUM

DATE: February 16, 2024
TO: Finance, Budget and Personnel Committee
FROM: Sarah Dresel, Human Resources Director
RE: Employee Turnover Data Update

BACKGROUND

Employee turnover is an important component to monitor. It showcases the movement of employees out of an organization so that you can look for ways to minimize the causes of the turnover.

ANALYSIS

Turnover rate is calculated by taking the number of separations during a month divided by the average number of employees, multiplied by 100:

$$\text{Turnover Rate} = \# \text{ of Separations} / \text{Avg. \# of Employees} \times 100$$

When determining the number of employees in the organization, employee head count rather than FTE is used. The head count includes all employees on the payroll.

For purposes of the reports that will be provided, seasonal employees were removed from the head count as well as any temporary part-time employees. Only permanent part-time and permanent full-time employees will be included.

Monthly reporting will be provided at the start of each month with the Position Control Report and the Personnel Actions Report. The first report will be provided at the Finance, Budget & Personnel meeting on February 20th and will include all of 2023 data as well as current 2024 data. Moving forward it will only include the previous months data.