



VILLAGE OF MOUNT HOREB

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FINANCE AND PERSONNEL COMMITTEE AGENDA

Wednesday, September 4, 2024 at 5:30 PM

Municipal Building Board Room

138 E. Main Street

Mount Horeb, WI

- 1) Call to order
 - a. Roll Call
- 2) Agenda Items
 - a. Consideration of August 7, 2024 Meeting Minutes
 - b. Finance Director Report
 - c. Human Resources Manager Report
 - d. Consideration of Updates for Employee Handbook
- 3) Future agenda items
- 4) Meeting adjournment.

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**VILLAGE OF MOUNT HOREB
FINANCE/PERSONNEL COMMITTEE MINUTES
WEDNESDAY, AUGUST 7, 2024**

The Finance/Personnel Committee met in regular session in-person on the above date.

Call to Order/Roll Call: Chair Scott called the meeting to order at 5:30pm. Present were Committee members Jones and Halverson. Members Hook and Fendrick were absent. Also present were Administrator Owen, Treasurer/Finance Director Schwenn and Village Clerk Gaffney.

Consideration of July 3, 2024 Meeting Minutes: Scott asked for clarification about the PILOT agreements. Jones moved, Halverson seconded to approve the minutes. Jones and Halverson voted aye. Scott abstained, as she was absent from the meeting. Motion carried.

Human Resources Manager Report- Murleau presented her personnel report.

Finance Director Report: Schwenn presented her Finance Director/Treasurer report.

Building Permit/Impact Fee Reporting- Q1 & Q2 2024: Schwenn reviewed the reporting and the spreadsheet provided. The committee members gave their input. No action was taken.

Lukken Land Purchase Process Update: Owen explained this item and gave an update.

Public Safety 05/01/24 Incident Financial Impact Report: Owen explained this item. No action was taken.

Discussion on Considering a Policy Allowing Employee Time Off to Become Volunteers for Fire/EMS Services: Scott explained this item. The committee members gave their input. This item will be brought back to a future meeting.

Future agenda items: Rents

Meeting Adjournment: There being no further business before the Committee, Halverson moved, Jones seconded to adjourn the meeting at 6:20pm. Motion carried by unanimous voice vote.

Minutes by Alyssa Gaffney, Village Clerk

Finance & Personnel Committee Meeting

09-04-2024

FINANCE DIRECTOR REPORT

1. Financial Reporting Update
 - a. 2024 Monthly Financials are complete thru July 2024; and reports to staff have been distributed.
 - b. 2025 Budget Calendar items for September
 - i. Department Head budget meetings were completed last week, and I have been making updates to the master file per discussions.
 - ii. 9/18/24—I will provide this committee with preliminary packet documents for the first budget meeting scheduled for 9/25.
 - iii. 9/25/24—this committee meets to discuss 2025 preliminary budget and 2025-2029 Capital Improvement Plan.
2. Pilot Agreement Templates and Introduction Letter Template have been updated with suggested changes; Nic has approved and he will begin using these forms effective immediately.
3. Future Items
 - a. Nov 25-Q3 2024 Permit & Fees reporting to F&P
 - b. Winter 2025: VB request for a listing/review of organizations/memberships held by the Village. In an attempt to ensure we are making good use of funds/opportunities and purging unused memberships on a regular basis. Make this an annual review process.
4. Other Comments:

Denise J. Schwenn

Finance Director / Treasurer



Finance and Personnel Committee Report for 09.04.2024

Terminations – Resignations- Other

Seasonal Pool staff will be inactivated for the season. Last paychecks for these positions were issued 08.30.2024

Hires:

Police Department – Administrative Assistant – Denise Adler 8.19.2024

Recruitments:

Library – Technology Services Librarian – Currently in candidate review phase.

In Progress with Various Department Heads

Administration – Worked with Alyssa to hire three people to work on elections. Individuals started just prior to the 08.11.24.

Library – Conducted a team-building event for 14 library staff at the staff in-service on 08.27.2024 and received positive feedback from staff.

PD- Officers that were on Administrative Leave were moved to full time light duty on 08.05.2024 and will be working toward the goal of requalifying to get back to regular duty.

Ongoing for HR

Benefits – Preparing for implementation of the new Insurance Administration System.

Performance Documents – I collected performance documents from Village Board, Finance & Personnel committee and department heads. Information is being sent out in email to Village Board and Finance& Personnel committee for review on Thursday 08.29.24

Policies – Dress Code and Grooming Policy is included for review in this meeting. The policy was reviewed by department heads at our bi-monthly meeting. I incorporated their feedback and it is ready for F&P review.



AGENDA ITEM REPORT

MEETING DATE

September 4, 2024

PREPARED BY

AGENDA ITEM # 2.d

Consideration of Updates for Employee Handbook

BACKGROUND

1. F&P needs to consider recommending the Dress Code policy we received at the August meeting
2. Not sure if a policy is in draft form yet for consideration allowing employees to take time off for volunteering at the MHAFD once completed the training.

RECOMMENDATION

ATTACHMENTS

1. 600-8 Dress Code Policy 2024-Draft

Village of Mount Horeb



Policy: Dress Code & Grooming Policy

Number: 600-8

Dept: All

Released:

Approved By:

I. PURPOSE:

The Village of Mount Horeb recognizes that Dress and personal grooming communicates a professional image and helps instill confidence in our ability to provide a high standard of quality services. All employees are representatives of the Village when on duty or in a Village uniform. Employees need to ensure that they are dressed and groomed appropriately for their job requirements, maintaining safety in specific roles and presenting a professional image during interactions with colleagues, clients and the public.

II. ELIGIBILITY:

All employees, volunteers, and contractors representing the Village of Mount Horeb.

III. GENERAL GUIDELINES:

Village of Mount Horeb employees are expected to maintain a neat and clean appearance. Employees are expected to dress in accordance with generally accepted business and professional standards as specified by their work assignment, department head and this policy. The Village aims to ensure maximum flexibility to promote good morale, respect for individual style, and adherence to safe business practices. The guidelines provided in this policy are intended to assist employees in determining what is considered appropriate attire.

This policy is not meant to address all situations. The Department Head shall define the requirements of the department, considering the work environment, nature of work performed, safety, public interaction, and any required uniforms.

A. Business Casual Definition: Business casual attire typically includes slacks or khakis, dress shirts or blouses, open-collar or polo shirts, dresses or skirts at knee length or longer, and closed-toe shoes or professional sandals. This attire is expected to be neat, clean and professional.

B. Casual Attire Definition: Casual attire includes attire that is comfortable, yet maintains a professional appearance suitable for interacting with colleagues, clients and the public. Clothing in this category could include clothing purchased from the company store that displays various village or department logos. Jeans should be neat, clean and free of wear or tears.

Village of Mount Horeb



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C. Use of Good Judgement: Employees are expected to use good judgement when selecting casual attire, considering the nature of their work, scheduled activities, and the expectations of individuals they may be meeting.

D. Special Circumstances:

- Employees may be required to dress more formally for meetings, presentations or special events as communicated by Department Heads or Village Administrator.
- Employees should consider their daily interactions with vendors and the public when choosing attire. It is important to present a professional image that reflects positively on the Village of Mount Horeb.

E. Department -Specific Attire Requirements:

- Department heads will determine, enforce and communicate what is needed for department -specific workplace attire, hygiene and grooming guidelines to staff members during new-hire orientation and address on an individual basis at any time an employee is not in compliance.
- Employees working in Public Services, Utilities, or Police must wear work attire that is specifically geared towards being in compliance with health and safety standards and the functionality of their roles.
- Attire may include uniforms, safety vests, steel-toe boots, bullet proof vests or other necessary safety gear determined in a separate department-specific policy.
- Department-specific clothing must be kept clean, in good condition and replaced or traded in as appropriate. Footwear should be appropriate to employee's position.
- Individuals conducting work at individual residences shall wear or display identification for security reasons.

Village of Mount Horeb



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F. Unacceptable Attire (Unless Approved By Department Head)

- Spandex tops, halter/ tube tops, mesh shirts, low cut tops, sheer or see through fabrics, and crop-tops. (Tank tops/ spaghetti straps are permissible if worn under a shirt or sweater.
- Excessively casual or revealing clothing.
- Athletic wear, leggings as pants and distressed jeans
- Shower shoes, flip-flops, or slippers.

IV. PERSONAL APPEARANCE AND GROOMING:

All employees at the Village are visible representatives of the Village and their departments. It is necessary that all employees maintain a clean, presentable appearance. The list below includes expectations for Personal Appearance and Grooming:

- A. Personal Hygiene** includes regular bath/shower, use of deodorant, and oral hygiene, and clean clothing to prevent offensive odor.
- B. Hairstyles and Facial Hair** must be neat in appearance. Hairstyles, hair color, beards, mustaches, and sideburns should present a neat and professional style.
- C. Tattoos and Piercings** may be displayed within the following guidelines. Factors that Department Heads will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:
 - **Personal Safety:** Ensuring the safety of the employee and others, and preventing damage to Village property.
 - **Productivity and Performance:** Assessing the impact on productivity and performance expectations.
 - **Offensiveness:** Evaluating potential offensiveness to co-workers, residents, vendors, or others in the workplace based on racial, sexual, religious, ethnic, or other sensitive or legally protected

Village of Mount Horeb



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characteristics.

- **Reviewing filed Grievances:** Considering any grievances that have been filed related to the display of tattoos and piercings.

If it is determined that an employee's jewelry or tattoos may present a conflict, the employee will be encouraged to identify appropriate options such as removal of excess or offensive jewelry, covering of tattoos, or other reasonable means to resolve conflict.

D. Miscellaneous

- **Nail polish and Makeup:** should reflect a neat and professional appearance.
- **Fingernail Length:** Fingernails should be kept at a length that does not interfere with your job responsibilities.
- **Strong Fragrances:** Strong fragrances, including heavy perfumes, cigarette smoke, and laundry detergents, are discouraged as it may be offensive or pose a health hazard.

The Village's goal is to foster an environment of mutual cooperation, respect, and fair and consistent treatment for all employees. The Village has a legal responsibility to ensure that employees are not subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, Department Heads will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, the Human Resources Manager will evaluate the issue and work with the Department Head and employee to resolve the issue.

Village of Mount Horeb



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V. COMPLIANCE

If you have any doubts about whether your attire is appropriate, discuss it with your Department Head. If you come to work wearing something that does not follow the Dress Code and Grooming Policy, your supervisor will ask you not to wear that item again. If Dress Code and or Grooming violations continue, you will be sent home to change into appropriate attire and will need to use Vacation or comp time in lieu of paid time.

VI. ACCOMMODATIONS

The Village values and respects the diverse religious beliefs, medical conditions, and legally protected statuses of its employees. If you have concerns regarding this dress code policy due to your religious beliefs, medical conditions, or membership in a legally protected class, please reach out to Human Resources. The Village is committed to making reasonable accommodations whenever possible, provided they do not result in undue hardship or compromise employee health and safety.