

ADMINISTRATION AND PERSONNEL COMMITTEE
Meeting Summary
August 31, 2021

Attendance:

Chris Hilberg, Vice-Mayor/Chair
Nancy Spencer, Mayor
Traci Theis, City Council
Tom Moeller, City Manager
Lori Thompson, Assistant City Manager
Chief David Schaefer

The meeting was called to order at 1:30 PM.

The purpose of the meeting is to discuss procedures and protocols for City volunteers working City Events.

Ms. Theis noted she was approached at the Street Dance by an unknown to her Park Board Member not wearing a shirt which identified them as a Park Board Member as he worked the McDonald Commons Master Plan Booth. She stated she would like the committee to discuss a “volunteer dress code” when they are working events. She understands the “political speech protection” issue related to wearing council candidate shirts, but feels when they are working an event, all volunteers should be easily identified. She noted in the past that Park Members were provided with distinctive color polo shirts which made them identifiable to the public and Police Dept. Chief Schaefer stated it would be helpful to his personnel if volunteers would wear something to make them stand out. Ms. Spencer noted she would like to be as flexible as possible and suggested using a sticker/badge or lanyard. She also noted we should have a check-in procedure for all volunteers working an event so we can track persons working different shifts and areas of the events. It was noted that now we also have an Inclusion Committee that may be staffing a booth at events and Senior Commission that sponsors various events, that they, too, should also have some uniform identification as a representative of the City. It was also suggested to provide polo shirts for council members to wear the events.

After further discussion, it was determined to proceed with the following:

- Develop a sign in process. The Police Dept. has a booth at every event and this can be the location of all volunteer sign-ins.
- Provide a waiver form with information for each volunteer about expectations and conduct.
- Research and determine supplier for appropriate shirts to order for all volunteers.

The meeting was adjourned at 2:15 PM.

Chris Hilberg, Vice-Mayor Chair