



**CITY OF MARSHALL  
Personnel Committee  
A g e n d a  
Tuesday, November 12, 2024 at 4:00 PM  
344 W. Main St., City Hall**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

- [1.](#) Consider Approval of the Minutes

**NEW BUSINESS**

- [2.](#) 2025 Wage Schedule for Temporary/Seasonal Employees
- [3.](#) Consider Amendment to Personnel Policy Appendix A—Cell Phone Allowances

**OTHER BUSINESS ITEMS**

**ADJOURN**

**Disclaimer: These agendas have been prepared to provide information regarding an upcoming meeting of the Common Council of the City of Marshall. This document does not claim to be complete and is subject to change.**



## CITY OF MARSHALL AGENDA ITEM REPORT

<b>Presenter:</b>	Chair
<b>Meeting Date:</b>	Tuesday, November 12, 2024
<b>Category:</b>	APPROVAL OF MINUTES
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider Approval of the Minutes
<b>Background Information:</b>	Enclosed are the minutes from the previous meeting.
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	Staff encourages Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting.
<b>Recommendations:</b>	That the minutes from the previous meeting be approved as filed with each member and that the reading of the same be waived.

-UNAPPROVED-

MINUTES  
PERSONNEL COMMITTEE MEETING  
December 5, 2023, at 4:30 p.m.

MEMBERS PRESENT: Steven Meister and Amanda Schroeder

MEMBERS ABSENT: Craig Schafer

STAFF PRESENT: Sheila Dubs, Human Resource Manager; Sharon Hanson, City Administrator; and E.J. Moberg, Director of Administrative Services; and Eric Luther, Liquor Store Manager.

The meeting was called to order at 4:30 PM.

MOTION BY Schroeder, SECONDED BY Meister to approve the Minutes of the September 12, 2023 meeting. ALL VOTED IN FAVOR 2-0.

Chairperson Meister requested Human Resource Manager Dubs, introduce the first agenda item under consideration, amendments to the personnel policy manual relating to sick leave policies.

Dubs reviewed that Minnesota recently passed new legislation that provides earned sick and safe time leave to employees effective January 1, 2024. Our current sick leave policy for full-time and ¾-time employees requires amendment to comply with this new law, and we also need a new policy for our part-time, temporary, seasonal and paid-on-call staff as this law also applies to these classifications of employees. Dubs explained that for full-time and ¾-time employees, employees will continue to accrue sick leave at the same rate as they do now, this law doesn't require that we provide more sick leave hours. Our policy will require that the first 48 hours of paid sick leave used by an employee per calendar year will be cross-designated as earned sick and safe time leave. Supervisors will comply with the earned sick and safe time leave law in terms of eligible uses, eligible family members, advance notice procedures, and protections afforded by this law. After 48 hours of paid earned sick and safe time leave are designated, any additional sick leave accruals used by an employee will be subject to our existing policy requirements. Dubs reviewed the new policy for part-time, paid-on-call, temporary and seasonal employees. This is a new benefit that will be provided in accordance with the minimum requirements of the law. Employees in these classifications will earn 1 hour of sick and safe time leave for every 30 hours worked, upon meeting the 80 hours worked eligibility requirement. Dubs reviewed the maximum accrual limit of 48 hours per year, and the maximum carryover limit of 80 hours. Dubs also reviewed the proposed addition to the full-time and ¾-time policy relating to allowing the use of a maximum of 40 hours of sick leave following the death of an employee's spouse/domestic partner, child, or step-child.

Committee members asked clarifying questions about the current accrual schedule, current maximum accrual and carryover rates, and how the first 48 hours of paid sick leave will be designated as earned sick and safe time leave.

MOTION BY Schroeder, SECONDED BY Meister to approve the amendments to the sick leave policies. ALL VOTED IN FAVOR 2-0.

Dubs reviewed the proposed amendments to the 2024 wage schedule for temporary and seasonal employees. Six amendments to the pay schedule are being proposed to stay competitive and maintain our ability to hire seasonal employees. One amendment is proposed that reflects a title change that better reflects the duties to attract applicants to the position.

MOTION BY Meister, SECONDED BY Schroeder to approve the amendments to the 2024 wage schedule for temporary and seasonal employees. ALL VOTED IN FAVOR 2-0.

Dubs reviewed the proposed amendment to the employee recognition policy to extend the recognition awards to include 45- and 50-year service milestones. Dubs explained that we have an employee who has reached the 45-year milestone in 2023. Dubs also reviewed the proposed service award gift schedule with the committee. Staff are recommending \$400 for the 45-year milestone and \$425 for the 50-year service milestone. Councilmember Meister recommended an increase to the recommended service award amounts to \$450 for the 45-year milestone and to \$500 for the 50-year milestone, corresponding to \$10 for each year of service.

MOTION BY Meister, SECONDED BY Schroeder to approve the amended personnel policy and revised service award schedule. ALL VOTED IN FAVOR 2-0.

Dubs reviewed the proposed amendment to the holiday policy. Dubs explained that it is becoming increasingly difficult to staff the liquor store for many of the state and federal holidays. Staff propose to incentivize our part-time staff to accept holiday hours by paying a holiday premium pay of 1.5 times the regular rate for all hours worked on the holiday. Staff are also proposing an amendment for full-time employees who work at Tall Grass that allows the employee to substitute an alternative date as a holiday when he/she is required to work on the observed holiday, in lieu of being paid for the holiday and surrendering the day off.

E.J. Moberg, Director of Administrative Services explained that the majority of part-time staff have full-time jobs with other employers, which makes it difficult to staff the day shift hours on weekday holidays. Offering a holiday premium pay incentive to part-time staff will help with scheduling when holidays fall on weekends, and offering our full-time employees the opportunity to substitute a different day as the holiday will also help with scheduling.

Dubs indicated that we are recommending this policy be effective immediately upon Council approval.

MOTION BY Schroeder, SECONDED BY Meister to approve the amended holiday policy with an effective date immediately after Council approval. ALL VOTED IN FAVOR 2-0.

MOTION BY Schroeder, SECONDED BY Meister to adjourn the meeting. Meeting adjourned at 5:11 PM. ALL VOTED IN FAVOR 2-0.

Respectfully Submitted,

Sheila Dubs  
Human Resource Manager



**CITY OF MARSHALL  
PERSONNEL COMMITTEE  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Sheila Dubs
<b>Meeting Date:</b>	Tuesday, November 12, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	2025 Wage Schedule for Temporary/Seasonal Employees
<b>Background Information:</b>	<p>On an annual basis, the Council reviews the wage schedule for temporary/seasonal employees.</p> <p>Attached is a redlined wage schedule for your consideration. These amendments would be effective 01/01/2025. Amendments are proposed for the following titles:</p> <ul style="list-style-type: none"> <li>▪ After School Program Helper—adjustment due to minimum wage requirement</li> <li>▪ Audio/Video Support Technician—delete title. This title was replaced with Media Production Assistant last year.</li> <li>▪ Community Education Helper—adjustment due to minimum wage requirement</li> <li>▪ Concessions Manager—these positions are filled by volunteers from MAHA</li> <li>▪ Concessions Worker—these positions are filled by volunteers from MAHA</li> <li>▪ Engineering Aide—see memo</li> <li>▪ MAC Assistant Manager—see memo</li> <li>▪ MAC Manager—see memo</li> <li>▪ Parks Maintenance Worker—see memo</li> <li>▪ Recreation Program Helper—adjustment due to minimum wage requirement</li> <li>▪ Scorekeeper—adjustment due to minimum wage requirement</li> </ul> <p>Staff will be available to review the recommended changes in greater detail at the meeting. Supporting memos from hiring managers are included that explain the rationale for the recommendations. All changes would be effective 12/30/2024, which coincides with the first day of the pay period.</p>
<b>Fiscal Impact:</b>	All positions are temporary positions---department supervisors will manage employee hours to stay within budget parameters.
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Staff recommends the Personnel Committee pass a motion to recommend to the City Council to approve the amended 2025 Wage Schedule for Temporary/Seasonal Employees.

**CITY OF MARSHALL 2025 WAGE SCHEDULE--Temporary/Seasonal Employees**

Approved: **draft**

Implementation date: **12/30/2024**

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
7th/8th Grade Baseball/Softball Coach	1,000.00	1,200.00	1,400.00	1,600.00	1,800.00		
7th/8th Grade Tackle Football Coach	1,000.00	1,200.00	1,400.00	1,600.00	1,800.00		
After School Program Instructor	14.00	15.00	16.00	17.00	18.00	19.00	20.00
After School Program Helper	<del>11.00</del>	11.50	12.00	12.50	13.00	13.50	14.00
<b>After School Program Helper</b>	<b>11.50</b>	<b>12.00</b>	<b>12.50</b>	<b>13.00</b>	<b>13.50</b>	<b>14.00</b>	<b>14.50</b>
Appraiser	20.13	21.47	22.81	24.16	25.50	26.84	
Audio/Video Support Technician	41.00	41.25	41.50	41.75	42.00	42.25	42.50
Band Director (paid per season)	900.00	1,000.00	1,100.00	1,200.00	1,300.00	1,400.00	1,500.00
Bike Patrol	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Building Custodian	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Building Inspector	23.00	23.50	24.00	24.50	25.00	25.50	26.00
Community Education Helper	<del>11.00</del>	11.50	12.00	12.50	13.00	13.50	14.00
<b>Community Education Helper</b>	<b>11.50</b>	<b>12.00</b>	<b>12.50</b>	<b>13.00</b>	<b>13.50</b>	<b>14.00</b>	<b>14.50</b>
Community Education Instructor*	% based on participant fees						
Concessions Manager	44.00	45.00	46.00	47.00	48.00	49.00	20.00
Concessions Worker	41.00	41.50	42.00	42.50	43.00	43.50	44.00
Event Staff	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Election Judge	15.00						
Head Election Judge	17.00						
Engineering Aide	43.00	43.50	44.00	44.50	45.00	45.50	46.00
<b>Engineering Aide</b>	<b>14.00</b>	<b>14.50</b>	<b>15.00</b>	<b>15.50</b>	<b>16.00</b>	<b>16.50</b>	<b>17.00</b>
MAC Assistant Manager	44.00	45.00	46.00	47.00	48.00	49.00	20.00
<b>MAC Assistant Manager</b>	<b>15.00</b>	<b>16.00</b>	<b>17.00</b>	<b>18.00</b>	<b>19.00</b>	<b>20.00</b>	<b>21.00</b>
MAC Attendant	11.50	11.75	12.00	12.25	12.50	12.75	13.00
MAC Lifeguard	12.50	12.75	13.00	13.25	13.50	13.75	14.00
MAC Lifeguard w/WSI	13.25	13.50	13.75	14.00	14.25	14.50	14.75
MAC Manager	45.00	46.00	47.00	48.00	49.00	20.00	21.00
<b>MAC Manager</b>	<b>16.00</b>	<b>17.00</b>	<b>18.00</b>	<b>19.00</b>	<b>20.00</b>	<b>21.00</b>	<b>22.00</b>
Maintenance Worker (with CDL)	18.50	19.00	20.00	21.00	22.00	23.00	24.00
Media Production Assistant	11.50	12.50	13.50	14.50	15.50	16.50	17.50
Office Assistant	14.00	14.50	15.50	16.50	17.50	18.50	19.50
Official--Basketball (paid per game)	30.00	31.00	32.00	33.00	34.00	35.00	36.00
Official--Intramural (paid per game)	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Official--MSHSL Baseball (paid per game)	60.00						
Official--MSHSL Football (paid per game)	60.00						
Official--MSHSL Softball (paid per game)	60.00						
Official--Softball (MSF Certified)	25.00	26.00	27.00	28.00	29.00	30.00	31.00
Official--Volleyball (paid per game)	15.00	16.00	17.00	18.00	19.00	20.00	21.00
Open Gym/Skate Supervisor	12.00	12.25	12.50	12.75	13.00	13.25	13.50
Public Ways Worker	14.00	14.50	15.00	15.50	16.00	16.50	17.00
Parks Maintenance Worker	<del>12.00</del>	<del>12.50</del>	<del>13.00</del>	<del>13.50</del>	<del>14.00</del>	<del>14.50</del>	<del>15.00</del>
<b>Parks Maintenance Worker</b>	<b>13.00</b>	<b>13.50</b>	<b>14.00</b>	<b>14.50</b>	<b>15.00</b>	<b>15.50</b>	<b>16.00</b>
Recreation Program Assistant	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Recreation Program Coordinator**	12.00	13.00	14.00	15.00	16.00	17.00	18.00
Recreation Program Helper	11.00	11.50	12.00	12.50	13.00	13.50	14.00
<b>Recreation Program Helper</b>	<b>11.50</b>	<b>12.00</b>	<b>12.50</b>	<b>13.00</b>	<b>13.50</b>	<b>14.00</b>	<b>14.50</b>
Scorekeeper	11.00	11.25	11.50	11.75	12.00	12.25	12.50
<b>Scorekeeper</b>	<b>11.25</b>	<b>11.50</b>	<b>11.75</b>	<b>12.00</b>	<b>12.25</b>	<b>12.50</b>	<b>13.00</b>
Student Leadership Experience	12.00	13.00	14.00	15.00	16.00	17.00	18.00

Note:

Effective 01/01/2024 minimum wage is \$10.85/hr

Effective 01/01/2025 minimum wage is \$11.13

Abbreviations Key:

FT: full-time hours

MAC: Marshall Aquatic Center

WSI: Water Safety Instructor

LTS: Learn-to-swim

MSHSL: MN State High School League Certified Official

MSF: MN Sports Federation

\*Community Education Instructor: 75% of net class proceeds is customary; % may increase for new / establishing programs as approved by the Director of Community Services.

\*\*Recreation Program Coordinator: may be compensated at 75% of net class proceeds or greater, when designated and approved by the Director of Community Services

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**TO:** Sheila Dubs, HR Manager  
**FROM:** Jasmine DeSmet, Community Education Coordinator  
**CC:**  
**DATE:** October 28, 2024  
**SUBJECT:** Temporary/Seasonal Employee Wage Schedule Changes

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The Community Education Department would like to increase the pay scale for the Community Education Helper and the After School Program Helper positions.

Both positions should be increased to reflect a Step 1 wage of \$11.50/hour with a \$0.50/hour increase for each step thereafter.

This adjusted pay scale will bring the wage for these positions to minimum wage and allow staff the flexibility to pay a more competitive rate. This change will also make the two positions consistent as the work is essentially the same.

Thank you for your time and consideration with this request.

Jasmine DeSmet



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**TO:** Personnel Committee

**FROM:** Alex Peterson, Media Communications Specialist

**DATE:** 09/03/24

**SUBJECT:** Temporary Wage Schedule Revision Request–Studio One

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I would like to recommend the removal of our “Audio/Video Support Technician” job title as we currently do not have anybody filling that position. Instead, we have all our staff working under “Media Production Assistant” as that allows them to work in all available production positions instead of strictly just running the video board in the arena. Our current staff had previously requested this flexibility, and we would like to continue this structure moving forward.

No change to the pay range is being requested.

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TO: Sheila Dubs, HR Manager  
FROM: Preston Stensrud, Park & Recreation Superintendent  
CC: Sharon Hanson, City Administrator  
DATE: October 23, 2024  
SUBJECT: TEMPORARY WAGE SCHEDULE AMENDMENT

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Staff recommend a change to the pay rates for the following positions noted below. These recommendations are based on staying competitive with the market as well as comparable cities with similar positions. No changes to these positions have been made in the past few years.

The Park Maintenance Worker Position has same job duties and functions as Public Ways Worker that to date is \$2/hour more.

The Aquatic Center Manager and Assistant Manager positions are very essential to our daily operations during the summer and an increase in pay will help us keep staff consistency vs. continued turnover in these positions.

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**TO:** Sheila Dubs, HR Manager  
**FROM:** Eric R. Hanson, P.E., Assistant City Engineer  
**CC:**  
**DATE:** October 23, 2024  
**SUBJECT:** Temporary/Seasonal Employee Wage Schedule Changes

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The Public Works Division would like to increase the pay scale for the Engineering Aid.

The Engineering Aid should be increased to reflect a Step 1 wage of \$14.00/hour with a \$0.50/hour increase for each step thereafter. The pay scale was last updated in 2023.

This adjusted pay scale will offer staff the flexibility to pay a more competitive rate if the work experience is commensurate.

We are having an increasingly difficult time hiring our seasonal employees and we believe low rate of pay is part of the issue. It is very important that we remain competitive to attract needed help.

Thank you for your time and consideration with this request.

ERH



**CITY OF MARSHALL  
PERSONNEL COMMITTEE  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Sheila Dubs
<b>Meeting Date:</b>	Tuesday, November 12, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Consider amendment to Personnel Policy Appendix A—Cell Phone Allowances
<b>Background Information:</b>	<p>The cell phone allowances in Appendix A have not been reviewed by the Council since June 2008. Redline amendments are shown on the attachment.</p> <p>Currently, the Tier 1 allowance is \$40 per month. Employees receiving the tier 1 allowance are also receiving the data service plan allowance of \$40. Staff recommend deleting the “data service plan” language, as it is outdated, and increase the Tier 1 monthly allowance to \$80, resulting in no change for staff currently eligible.</p> <p>The Tier 2 allowance is currently \$30 per month. This amount was first established in policy to align with the base charge for city-owned phones. Since June of 2008, that base charge has increased. Staff are recommending the Tier 2 allowance be set to \$40, which aligns with the current base charge.</p> <p>Staff are recommending the amendment be effective 01/01/2025.</p>
<b>Fiscal Impact:</b>	\$3000 annual increase (25 phones x \$10 per month)
<b>Alternative/ Variations:</b>	
<b>Recommendations:</b>	Staff recommends the Personnel Committee pass a motion to recommend to the City Council to approve the amended Appendix A of the Personnel Policy manual.

**City of Marshall Personnel Policy Manual  
SCHEDULE OF FEES AND RATES**

<b>Applicable Policy</b>		<b>Fees / Rates</b>
6.6	COBRA Administration Fee	2%
9.2	Safety Equipment/Gear Safety Footwear—initial or replacement	Maximum reimbursement  \$150.00 per calendar year applicable to non-union employees
11.7	Maximum Meal Allowance Rates for *Local Travel Breakfast Lunch Dinner *Reference Appendix B for Non-Local Travel Rates	Rates include tax and gratuity \$16 \$19 \$28
11.11	Vehicle Allowance—approved positions: Director of Public Works/City Engineer Director of Public Safety	\$250.00 per month
12.4	Mobile Communication Device Allowances Tier 1--City Administrator, <del>and Division</del> Directors Tier 2--Personnel under the management of the City Administrator or <del>Division</del> Directors <del>Data Service Plan</del>	<del>\$40-80</del> per month  <del>\$30-40</del> per month  \$40 per month

**City of Marshall Personnel Policy Manual  
 MAXIMUM ALLOWABLE REIMBURSEMENT / PER DIEM RATES  
 FOR NON-LOCAL TRAVEL**

**Lodging and Meal Expenses – Effective October 1, 2024 thru September 30, 2025**

*To view rates outside of Minnesota, go to <a href="http://www.gsa.gov">www.gsa.gov</a> and reference “Per Diem Rates” for the state of your primary designation to determine which lodging and meal rates apply. When applying meal per diems to out-of-state locations, subtract the incidental per diem from the total per diem rate.						
Primary Destination	County	Season Begin Date	Season End Date	Lodging (not including taxes)	Meal Per Diems	Total Meal Per Diems will be reduced when meals are furnished to travelers as part of conference fees paid by the City.
Standard Rate This rate applies to all MN destinations or counties not specifically listed below.				\$110	\$63	Breakfast--\$16 Lunch--\$19 Dinner--\$28
Duluth	St. Louis	10/01/24	10/31/24	\$220	\$81	Breakfast--\$22 Lunch--\$23 Dinner--\$36
Duluth	St. Louis	11/01/24	05/31/25	\$159		
Duluth	St. Louis	06/01/25	09/30/25	\$220		
Minneapolis / St. Paul	Hennepin and Ramsey			\$148	\$87	Breakfast--\$23 Lunch--\$26 Dinner--\$38
Rochester	Olmsted			\$127	\$75	Breakfast--\$20 Lunch--\$22 Dinner--\$33