

**CITY OF LAKE GENEVA PERSONNEL COMMITTEE MINUTES  
MONDAY, AUGUST 4, 2025 - 4:00 PM  
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

**Members:** Chairperson - Joel Hoiland; Members - JaNelle Powers, Mary Jo Fesenmaier, Brian Smith and Cindy Yager.

**Call to Order**

Alderperson Hoiland called the meeting to order at 4:00 pm.

**Roll Call**

Present: Hoiland, Fesenmaier, Powers, Smith

Absent: Yager

**Comments from the public limited to 5 minutes, limited to items on this agenda**

None

**Approval of the minutes from June 2, 2025**

Motion by Powers to approve, second by Smith.

No discussion. Motion carried 4-0 on a voice vote.

**City Administrator's Report**

City Administrator De Angelis reported on recent hirings and proposed job descriptions.

**Discussion/Recommendation regarding Proposed Job Descriptions**

**Benefits/Payroll Specialist**

Finance Director Pisarcik introduced the position.

Questions and discussion followed between Committee members, Finance Director Pisarcik, and City Administrator DeAngelis regarding salary grade and specific job duties.

Motion by Smith to approve, second by Powers.

Motion carried 4-0 on a voice vote.

**Administrative Specialist - Finance**

Finance Director Pisarcik introduced the position and highlighted changes from the prior job description.

Discussion followed between Committee members, DeAngelis, and Pisarcik regarding salary grade differences, training requirements, and interactions with parking.

Motion by Smith to approve, second by Powers.

Motion carried 4-0 on a voice vote.

**Election Inspector**

City Administrator De Angelis introduced the election inspector job descriptions.

Questions and discussion followed between Committee members, De Angelis, and Pisarcik regarding the wage scale for all election inspector job descriptions.

Motion by Fesenmaier to approve, second by Smith.

Motion carried 4-0 on a voice vote.

**Chief Election Inspector**

Motion by Smith to approve, second by Powers.

Discussion followed between Committee members, De Angelis, Pisarcik, and Deputy Clerk Jahns on salary scale and the number of inspectors who are chiefs.

Hoiland noted this position will be on salary scale 50.

Motion carried 4-0 on a voice vote.

## **High School Election Inspector**

Motion by Fesenmaier to approve, second by Smith  
No discussion. Motion carried 4-0 on a voice vote.

## **Discussion/Recommendation regarding City of Lake Geneva Organizational Chart**

City Administrator De Angelis introduced proposed changes to the city's organizational chart. Questions followed between Committee members and Administrator De Angelis regarding the Harbormaster reporting to the Park Director, the possibility of a Harbor Commission, and the Public Works Administrative Assistant.

Motion by Fesenmaier to amend the presented chart to have the Lakefront Harbormaster report to the City Administrator as the position currently does. Motion fails for lack of a second

Discussion followed on if contractors and consultants should appear on the organizational chart.

De Angelis stated the DPW admin assistant and Hillmoor consultant will be added.

This item is continued to the September meeting.

## **Discussion/Review Municipal Government Policy Manual: Chapter 3 – Facilities**

The Committee reviewed chapter 3 of the city's policy manual.

Committee members discussed the various policies covering topics such as key card entry, facility use, holiday displays, memorials on city property, and flag display and maintenance.

Motion by Fesenmaier to recommend approval of Chapter 3: Facilities in the policy manual, second by Smith.

Motion carried 4-0 on a voice vote.

## **Future Agenda Items**

### **Government Policy Manual - section reviews**

Chapter 4 in September

### **Staffing & Service Delivery Assessment - Current strengths and gaps**

### **Performance Review Templates**

Administrator De Angelis stated he plans for this to come to the Committee in October or November.

### **2026 Staffing Budget Recommendations and additional roles needed next fiscal year**

September

### **Municipal Code Sec. 2-49(3) – Personnel Committee Ordinance Changes**

September or October

### **Job Description Reviews & Updates – Department Heads**

Committee members would like to receive all of the Department Head job descriptions and review this item for September

### **Next Meeting Date and Time: September 2, 2025 at 4:00 pm**

The Committee will possibly meet at 5:00 pm.

## **Adjournment**

Motion by Powers to adjourn, second by Smith.

No discussion. Motion carried 4-0 on a voice vote.

The meeting adjourned at 5:29 pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns  
Deputy City Clerk