

**CITY OF LAKE GENEVA PERSONNEL COMMITTEE MINUTES
TUESDAY, SEPTEMBER 2, 2025 - 5:00 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

by Chairperson Hoiland at 5:00 pm.

Roll Call

Present: Joel Hoiland, Mary Jo Fesenmaier, Brian Smith and Cynthia Yager. Absent: JaNelle Powers. Others present: City Administrator Dave De Angelis, City Clerk Lacey L. Reynolds, Finance Director Laura Pisarcik and other interested persons.

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

Approval of the minutes from August 4, 2025

Motion by Smith to approve, second by Fesenmaier. Voice vote, approved, motion carried.

City Administrator's Report

Staffing & Service Delivery Assessment – Current strengths and gaps

Administrator De Angelis reviewed the Assistant Administrator, Harbormaster and Short Term Rental and Code Enforcement Job Descriptions. Discussion took place and Administrator De Angelis will update accordingly.

Discussion/Recommendation regarding City of Lake Geneva Organizational Chart

The committee members reviewed the organizational chart and asked questions about the updates. Discussion took place regarding the Parks Director overseeing the Hillmoor Consultant. The committee will continue this discussion at a future meeting.

Discussion/Possible Recommendation regarding 2026 Staffing Budget Recommendations

New staff and function recommendations

Motion by Smith to approve the Assistant Administrator job description including ADA, second by Hoiland. Voice vote, approved, motion carried. Motion by Smith to approve the Harbormaster job description, second by Hoiland. Discussion took place. Motion by Fesenmaier to continue this item to the October meeting, second by Yager. Voice vote, approved, motion carried. Motion by Yager to approve the Short Term Rental and Code Enforcement job description with the additions of weekend availability or work; if holding workshops the cost is included in the license fee and ability to write tickets, second by Fesenmaier. Voice vote, approved, motion carried.

Discussion/Review Municipal Government Policy Manual: Chapter 4 – Equipment

The committee reviewed and discussed each section in Chapter 4.

Adjournment

Motion by Smith to adjourn, second by Yager. Voice vote, approved, motion carried. Adjourned at 6:28 pm.

Lacey L. Reynolds
City Clerk