

**City Of Lake Geneva Personnel Committee Minutes**  
**Monday, December 1, 2025 - 4:00 PM**  
**Lake Geneva City Hall; Council Chambers**

**Call to Order**

by Chairperson Hoiland at 4:00 pm.

**Roll Call**

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

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

None.

**Approval of the minutes from November 5, 2025**

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

**City Administrator's Report**

**Review of search process for Assistant City Administrator and Short-Term Rental & Code Enforcer**

Administrator De Angelis announced the advertisements should be completed tomorrow and job openings posted.

**Review timeline for the transition of Harbormaster position from part-time to full-time**

Administrator De Angelis reported the transition to full-time should happen in the first quarter of next year.

**Discussion/Recommendation regarding updates to City Organizational Chart**

Administrator De Angelis reviewed the updates and discussion took place. Motion by Yager to approve with addition of approval dates and spelling corrections, second by Smith. Voice vote, approved, motion carried.

**Discussion/Recommendation regarding Interim Performance Review Policy Framework and Form**

Administrator De Angelis reviewed the form and discussion took place. Motion by Smith to approve, second by Powers. Alder Smith asked about adding a self-evaluation section to the form and more discussion took place. Motion by Smith to amend and add a self-evaluation section to the form, second by Powers. Voice vote, approved, motion carried. Main motion vote - Voice vote, approved, motion carried.

**Review 6-month goals and current activities**

De Angelis reviewed current and future projects and policies. De Angelis asked the Committee to review and provide a list of which projects and policies are a priority.

**Discussion regarding a Training & Development Policy Framework and Plan**

Chairperson Hoiland asked if the new HR software will include a training and development plan. Discussion took place.

**Review Municipal Government Policy Manual: Chapter 6 Personnel (starting at section 608)**

The committee reviewed sections 608-623.

**Adjournment**

Motion by Yager to adjourn, second by Powers. Voice vote, approved, motion carried. Adjourned at 5:12 pm.

Lacey L. Reynolds  
City Clerk