



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147-262.248.3673-www.cityoflakegeneva.gov

Personnel Committee Agenda
Monday, June 1, 2026 - 4:00 PM
Lake Geneva City Hall; Council Chambers

Members:

Chair: Janelle Powers

Sherri Ames, Mary Jo Fesenmaier, Joel Hoiland and Cindy Yager

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from May 4, 2026
5. City Administrator's Report
6. Discussion/Recommendation regarding Training and Development Policy
7. Discussion regarding employee handbook
8. Adjournment

A quorum of the Council may be present; however, no official Council action will be taken.
Requests from persons with disabilities who need assistance to participate in this meeting should be made to the City Clerk's office in advance so that the appropriate accommodations can be made.

City of Lake Geneva Personnel Committee Minutes
Monday, May 4, 2026 - 4:30 PM
Lake Geneva City Hall; Council Chambers

Call to Order

by Chairperson Powers at 4:30 pm.

Roll Call

Present: JaNelle Powers, Sherri Ames, Mary Jo Fesenmaier, Joel Hoiland and Cynthia Yager. Absent: None. Others present: Mayor Todd Krause, Alderpersons Linda Frame & Cathy Stoodley, Attorney Kyle Gulya, Administrator Dave De Angelis, City Clerk Lacey L. Reynolds, Finance Director Laura Pisarcik and other interested persons.

Approval of the minutes from January 5, 2026

Motion by Hoiland to approve, second by Fesenmaier. Alder Hoiland spoke about three items from the January Personnel agenda that need to be addressed. Hoiland urged staff to review and bring back to the Personnel Committee. Voice vote, approved, motion carried.

Discussion/Action involving City of Lake Geneva Government Manual Policy 101, Section 101.10 grievances referred to and under authority of the Personnel Committee, specifically grievances:

Chairperson Powers introduced Attorney Gulya. Attorney Gulya reviewed Policy 101 and explained the committee will review and determine further action for each grievance.

26-01 (Hoiland)

Motion by Yager to investigate further the action under 26-01(Hoiland), second by Ames. Alder Hoiland read a statement and discussion took place. Motion by Yager to amend the motion and censure Alder Hoiland, second by Ames. Discussion continued and Attorney Gulya explained the process of censuring. Gulya added the packet documents and a censure letter will be included in Alder Hoilands file. Roll call vote: Yager, yes; Ames, yes; Fesenmaier, no; Hoiland, no; Powers, yes. Motion carried 3-2. The packet materials and a cover letter will be brought back to the committee at the next meeting.

26-02 (Ames)

Motion by Hoiland to investigate the grievance. There was no second to the motion, the motion failed. Motion by Yager to dismiss, second by Ames. Discussion took place. Roll call vote: Yager, yes; Ames, yes; Fesenmaier, yes; Hoiland, no; Powers, yes. Motion carried 4-1.

26-03 (Yager) & 26-04 (Krause)

Motion by Hoiland to set a special meeting and continue item c 26-03 (Yager) and item d 26-04 (Krause), second by Fesenmaier. Roll call vote: Hoiland, yes; Fesenmaier, yes; Ames, no; Powers, yes; Yager, no. Motion carried 3-2.

Adjournment

Motion by Hoiland to adjourn, second by Ames. Voice vote, approved, motion carried. Adjourned at 6:00 pm.

Lacey L. Reynolds
City Clerk

City of Lake Geneva

Training & Development Policy Framework

Purpose

The purpose of this policy is to establish a clear, consistent and forward-looking framework for professional development, training and continuous learning across all City of Lake Geneva departments.

This policy ensures that:

- Employees can access the training necessary to perform their jobs safely, effectively and in compliance with laws and municipal standards.
- Supervisors and department heads have structured guidance to evaluate training needs, plan development pathways and budget responsibly.
- The city cultivates a high-performing workforce aligned with long-term strategic goals, technological modernization and community expectations.
- Training supports a culture of accountability, equity, transparency and operational excellence.

Guiding Principles

1. **Operational Excellence** – Training strengthens the City’s ability to deliver high-quality services efficiently, consistently and professionally.
2. **Legal & Regulatory Compliance** – Training ensures adherence to all municipal, state and federal requirements (e.g., OSHA, DOJ, public records, ethics, emergency response).
3. **Continuous Improvement** – Staff at all levels are encouraged to pursue ongoing learning aligned with job duties and career growth.
4. **Equity & Accessibility** – Training opportunities should be accessible to all employees, regardless of department, schedule or tenure.
5. **Fiscal Responsibility** – Training and development activities should be cost-effective, budgeted and produce measurable return on investment.
6. **Transparency & Accountability** – Expectations for training completion, documentation and performance improvement must be clear and reportable.
7. **Professional Growth & Retention** – Investing in staff development enhances job satisfaction, succession planning and long-term retention.

Applicability

This policy applies to:

- All City of Lake Geneva full-time, part-time, seasonal and temporary employees.
- Department heads and managers with supervisory responsibilities.
- The City Administrator, who oversees policy implementation and ensures citywide consistency.

The Personnel Committee provides legislative oversight and reviews recommended updates to the policy.

Types of Training

4.1 Mandatory Training

Any training specifically required by law or policy to perform the work of the position for which the individual has been hired. This is to include all orientation document review and sign off, including the City's existing policies related to the employee job classification. This includes both full and part-time employees including seasonal employees.

Mandatory training must be completed within the required timeframe and tracked.

4.2 Job-Specific/Departmental Training

Any staff member shall be required to do any specified training for their specified job duties as required by their individual department head. This training can include new skills or remedial training. Department heads are required to work with Human Resources to determine all mandatory training and provide documentation of completion.

4.3 Leadership & Management Training

All department heads, division leaders and the administrator are required to maintain their required credentials and to report them annually through their annual review. Additional management and leadership training, while not mandatory, is strongly encouraged.

4.4 Professional Development / Career Growth

Optional but encouraged:

- Conferences, workshops, webinars
- Professional association training (e.g., League of Wisconsin Municipalities, ICMA, APA, AWWA, etc.)
- Tuition reimbursement (based on budget and job relevance)
- Certifications (e.g., HR, finance, planning, IT, public safety specialties)
- Cross-training between departments

Roles & Responsibilities

5.1 City Administrator

- Leads citywide implementation
- Ensures department heads maintain annual training budgets
- Approves high-cost or multi-department training programs
- Provides an annual Training & Development Report to the Personnel Committee

5.2 Department Heads

- Review all training requirements annually
- Submit training plans and budgets during the budget cycle
- Ensure timely completion of mandatory training
- Track participation and maintain training documentation
- Identify emerging leaders and succession needs

5.3 Human Resources

- Maintains a centralized training database
- Coordinates citywide training (ethics, harassment, cyber, OSHA, etc.)
- Provides orientation for all new employees
- Monitors training compliance and produces quarterly compliance reports

5.4 Employees

- Complete all required training
- Seek opportunities to enhance their skills
- Apply learned skills to daily performance
- Notify supervisors when training needs arise

Annual Training & Development

Each department will evaluate their staff annually for training and development and establish an appropriate schedule. All training shall be job relevant and from an approved source. Each department shall put forward their training requests during the budgeting process. This training schedule should not include regular safety or job/project specific training as required for the performance of daily activities.

This plan will be reviewed by the City Administrator during budget preparation.

Documentation & Recordkeeping

- Human Resources shall maintain a digital training record for each employee
- Departments must submit attendance and certification documentation within the HR system within 14 days of completion of any training
- Training records must be retained per Wisconsin public records rules and retention schedules
- Training documentation is part of an employee's performance review

Budgeting & Fiscal Management

- Departments will request training funds during the annual budget cycle
- The City Administrator may consolidate redundant training across departments (e.g., cybersecurity)
- Professional development requests beyond the approved budget require Administrator approval

Grant funding (e.g., DNR, DOJ, FEMA, Workforce Development grants) should be pursued when available.

Performance & Accountability

Training outcomes will be incorporated into:

- Annual performance evaluations
- Departmental key performance indicators aligned with the City's Strategic Plan
- Corrective action when training is not completed
- Recognition programs for exceptional professional development

Succession Planning & Leadership Development

The city will maintain a forward-looking leadership by:

- Identifying emerging leaders in each department
- Providing mentorship and supervisory training
- Supporting credentialing and certifications aligned with future roles
- Creating opportunities for job shadowing and cross-department rotation
- Aligning personnel development with long-range staffing needs

Technology, Innovation & Modernization Training

In alignment with the city's modernization priorities:

- Training in new software systems
- Digitization and customer service platforms
- Cybersecurity and data protection
- AI literacy and responsible municipal applications
- GIS, asset management systems and mobile workforce tools

Policy Review & Updates

- This policy will be reviewed every two years by Human Resources, the City Administrator and Personnel Committee.
 - Departments may propose revisions at any time as technologies, legal standards, or city needs evolve.
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