



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

Personnel Committee Agenda
Monday, August 3, 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 22, 2026 and June 1, 2026
5. City Administrator's Report
6. Discussion/Recommendation regarding training and development policy
7. Discussion/Recommendation regarding Policy 101 Standards of Conduct for Elected Officials more specifically section 101.10 Conduct and Behavior
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
Friday, May 22, 2026 - 10:00 AM
Lake Geneva City Hall; Council Chambers

Call to Order

by Chairperson Powers at 10:00 am.

Roll Call

Present: JaNelle Powers, Sherri Ames, Joel Hoiland and Cynthia Yager. Absent: Mary Jo Fesenmaier. Others present: Mayor Todd Krause, Alderpersons Linda Frame, Brian Smith & Cathy Stoodley, Attorney Kyle Gulya, City Administrator Dave De Angelis, City Clerk Lacey L. Reynolds, Finance Director Laura Pisarcik and other interested persons.

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 grievance 26-01 (Hoiland) and Censure of Alderperson Hoiland. Consideration/Action on Resolution 26-RP1: A resolution censuring Alderperson Joel Hoiland.

Motion by Yager to approve the resolution 26-RP1 censure of Alderperson Hoiland, second by Ames. Alder Hoiland spoke and objected to his censure. Discussion took place. Motion by Hoiland to dismiss #3 on the agenda, no second. Voice vote, 1-approved, 3-opposed (Ames, Yager, Powers), motion failed 1-3. Motion by Hoiland to continue agenda item 3 to no later than July 1, 2026, no second. Voice vote, 1-approved, 3-opposed (Ames, Yager, Powers), motion failed 1-3. Main motion vote — Voice vote, 3-approved, 1-opposed (Hoiland), motion carried 3-1.

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:

Motion by Hoiland to delete Chapter 1 of the Municipal Policy Manual. Discussion took place. Motion by Yager to amend and recommend Policy 101.1-10 be reviewed by the Council. Alder Hoiland objected to Alder Yager's amendment and made a motion to recommend striking 101.1-10 to the Council. Discussion continued, the clerk reread Alder Hoiland's amended motion and noted there is no second to the motion. Vote for Alder Hoiland's amendment for striking 101.1-10- Voice vote, 1-approved, 3-opposed (Ames, Yager, Powers), motion failed 1-3. The clerk reread Alder Yagers amended motion, second by Ames. Vote for Alder Yagers amendment for policy 101.1-10 to be reviewed by the Council - Voice vote, 3-approved, 1-opposed (Hoiland), motion carried 3-1. Alder Hoiland requested a date be set and added to Alder Yagers motion. Motion by Yager to amend the motion for policy 101.1-10 to be reviewed by the Council August 10, 2026, second by Ames. Alder Hoiland requested the item be sent to Council sooner than August 10th. Motion by Hoiland to amend to July 13th. There was no second and no vote was taken. Vote for Alder Yagers second amendment: 3-approved, 1-opposed (Hoiland), motion carried 3-1.

26-03 (Yager)

Item a. 26-03 (Yager): Alder Hoiland made a motion to continue 26-03 and 26-04 and to review 26-02 at a date after the August 10th City Council meeting. There was no second. Attorney Gulya and Chairperson Powers noted 26-02 is not on the agenda and cannot be addressed at this time and the motion should be amended. Motion by Hoiland to continue 26-03 and 26-04 until after the Common Council has reviewed and taken action on Chapter 101 1-10. There was no second, no vote was taken and the motion failed. Motion by Hoiland to censure Alder Yager for complaints 1 & 2. There was no second, no vote was taken and the motion failed. Motion by Ames to drop the grievances, second by Powers. Discussion took place and Alder Ames was asked to clarify her motion. Discussion continued. Motion by Ames to dismiss the grievances/complaints against Alder Yager by Alder Hoiland, second by Powers. Voice vote, 3-approved, 1-opposed (Hoiland), motion carried 3-1.

26-04 (Krause)

Motion by Hoiland to censure. There was no second, no vote was taken and the motion failed. Motion by Yager to dismiss complaints 26-04, second by Ames. Discussion took place. Motion by Yager to suspend the rules for Mayor Krause to speak, second by Ames. Voice vote, 3-approved, 1-opposed, motion carried 3-1. Mayor Krause spoke and discussion continued. Voice vote, 3-approved, 1-opposed (Hoiland), motion carried 3-1.

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

John Thompson, Kate Miller, Lucy Lucia spoke regarding item 3. Brian Smith spoke regarding multiple items. Joe Esposito spoke regarding public comment. Catherine Hopkinson and Sue Matthews spoke briefly.

Adjournment

Motion by Ames to adjourn, second by Yager. Voice vote, approved, motion carried. Adjourned at 11:59 am.

Lacey L. Reynolds

City Clerk

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

Call to Order

by Chairperson Powers at 4:00 pm.

Roll Call

Present: JaNelle Powers, Sherri Ames, Mary Jo Fesenmaier, Joel Hoiland and Cynthia Yager. Absent: None.

Others present: City Administrator Dave De Angelis, City Clerk Lacey L. Reynolds, Alderperson Cathy Stoodley and other interested persons.

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

None.

Approval of the minutes from May 4, 2026

Motion by Ames to approve, second by Yager. Voice vote, 4-approved, 1-opposed (Hoiland), motion carried 4-1.

City Administrator's Report

Administrator De Angelis reported the city is fully staffed and summer staff is in place.

Discussion/Recommendation regarding Training and Development Policy

Administrator De Angelis noted this policy is a framework for training and more specific information is in the employee handbook. Discussion took place. Administrator De Angelis will update the policy and include items discussed. The policy will be reviewed at the July 6, 2026 personnel meeting.

Discussion regarding employee handbook

Administrator De Angelis informed the committee the employee handbook needs to be updated and it was last updated in 2019. The administrator added the league will review the handbook.

Adjournment

Motion by Ames to adjourn, second by Yager. Voice vote, approved, motion carried. Adjourned at 4:26 pm.

Lacey L. Reynolds
City Clerk



Agenda Item Memo

Committee	Personnel Committee
Meeting Date	08/03/2026
Subject or Item Title	Training and Development Policy
Submitted By	David De Angelis
Email Address	cityadmin@cityoflakegeneva.gov
Purpose of Request	General Business
Background / Request	This item was brought before the Personnel Committee in 2025 and has been reviewed by the Personnel Committee. Staff has taken the discussion and is making recommendations regarding changes for the policy for the Committee's review and discussion. The Committee had requested this policy for the purpose of documenting a policy for City wide training framework.
Estimated Cost	\$0.00
Funding Source	0
GL Number	0
Budget Status	Within Budget
Budget Request Detail	This item currently has no budget attached to the implementation of these trainings. While many of these trainings are already being done others may not be currently done or done on a regular basis. Any additional training expenses will need to be added to future budgets.
Detail	This policy will generate a fluid framework in which departments can require and put forward trainings for the safety and education of staff.
Possible Motion	I would recommend moving this item to the Common Council for approval.
Timeline	

- i. Committee Name
Personnel Committee
- Date of Meeting

08/03/2026

Outcome

Other

ii. Committee Name
Council

Date of Meeting
08/19/2026

Outcome

Other

Necessary Attachments

 Training Policy draft 6-3-26.docx

Next Direct Step

City Admin Review

CityCity of Lake Geneva

Training and Development Policy Framework

Purpose

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

This policy ensures that:

- Employees have access to 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 **cityCity** 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 **CityCity**'s ability to deliver high-quality services efficiently, consistently, and professionally.
2. **Legal ~~and~~ & 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 future career growth.
4. **Equity ~~and~~ & 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 ROI.
6. **Transparency ~~and~~ & Accountability** – Expectations for training completion, documentation, and performance improvement must be clear and reportable.
7. **Professional Growth ~~and~~ & Retention** – Investing in staff development enhances job satisfaction, succession planning, and long-term retention.

Applicability

This policy applies to:

- All **CityCity** of Lake Geneva full-time, part-time, seasonal, and temporary employees.
- Department Heads and managers with supervisory responsibilities.
- The **CityCity** Administrator, who oversees policy implementation and ensures **cityCity**wide 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 and 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, ect.)
- Tuition reimbursement (based on budget and job relevance)
- Certifications (e.g., HR, finance, planning, IT, public safety specialties)
- Cross-training between departments

Roles and Responsibilities

5.1 CityCity Administrator

- Leads cityCitywide implementation.
- Ensures department heads maintain annual training budgets.
- Approves high-cost or multi-department training programs.
- Provides an annual Training and 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 cityCitywide 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 and Development

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

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

Documentation and 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 and Fiscal Management

- Departments will request training funds during the annual budget cycle.
- The CityCity 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 and Accountability

Training outcomes will be incorporated into:

- Annual performance evaluations
- Departmental KPIs aligned with the Strategic Plan
- Corrective action when training is not completed
- Recognition programs for exceptional professional development

Succession Planning and Leadership Development

The cityCity will maintain a action-oriented 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 and Modernization Training

In alignment with the cityCity's modernization priorities:

- Training on 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 and Updates

- This policy will be reviewed every two years by HR, the CityCity Administrator, and the Personnel Committee.
- Departments may propose revisions at any time as technologies, legal standards, or cityCity needs evolves.
- All revisions will be given to the Personnel Committee for review and recommendation with final approval at the Common Council.



Agenda Item Memo

Committee	Personnel Committee
Meeting Date	08/03/2026
Subject or Item Title	Possible Amendment to Policy 101 Standards of Conduct for Elected Officials more specifically section 101.10 Conduct and Behavior
Submitted By	David De Angelis
Email Address	cityadmin@cityoflakegeneva.gov
Purpose of Request	Resolution Review/Approval
Background / Request	This item is being sent to the Personnel Committee for possible amendment by the Common Council following a series of hearing regarding Council Member and Mayor conduct. It was discussed at that time that the process and parameters should be discussed and modified.
Estimated Cost	\$0.00
Funding Source	0
GL Number	0
Budget Status	Within Budget
Budget Request Detail	N/A
Detail	This policy sets parameters for Council conduct and behavior and as such would establish policy and procedure to regulate that conduct and behavior.
Possible Motion	No recommendation at this time.
Timeline	

- i. Committee Name
Personnel Committee
- Date of Meeting
08/03/2026

	Outcome	Other
ii.	Committee Name	
	Council	
	Date of Meeting	
	08/24/2026	
	Outcome	Other
Next Direct Step	City Admin Review	

MEMORANDUM

TO: Personnel Committee, City Administrator, Mayor & City Clerk

FROM: City Attorney, Daniel S. Draper

DATE: July 29, 2026

RE: Amendments to Policy 101 – Standards of Conduct for Elected Officials

The Personnel Committee had requested that discussions and proposals be presented at the August Personnel Committee meeting to change the provisions of Policy 101 which addresses Standards of Conduct for Elected Officials.

I have attached a draft copy of Policy 101. The items that I have highlighted in yellow are potential discussion points on language within the policy. For instance, there are several sections that use the word avoid. The issue I am highlighting is whether avoid should be included in the text.

Also, within the draft copy, I have made changes to the language of certain sections which are highlighted in red. The sections to delete are in red and stricken through. Additions to the policy are in red and underlined.

There are several reasons for the proposed changes. With respect to governance, I have changed the procedures to eliminate the city administrator as the gatekeeper for grievances from either alderpersons or employees. The city administrator is placed in an awkward position serving the city council and acting as a gatekeeper for grievances that may be between alderpersons or between employees and public officials.

In its place I have provided a procedure where in the event of a grievance, the matter would be referred to the city attorney to investigate the grievance and provide a report to the city council. The investigation would include review of the applicable policies, interviews with witnesses, and gathering of other evidence necessary to provide a report. Once the report is completed, the city council will act based on the report that is provided. Since the matter is adversarial, and due process rights are likely involved, it would be recommended that a hearing process be established and then conducted according to that process.

I have eliminated the personnel committee as the arbiter of grievances because when dealing with actions against an elected official, the proper body to conduct the hearing and administer the remedy would be the city council. The general rule is that the city council members judge the conduct of each other.

Finally, I eliminated the provisions in 101.10. Those provisions attempt to regulate free speech. The terms of that provision also lack any measurable standards, making it difficult to determine if a violation has occurred. Finally, the lack of standards could encourage the filing of frivolous claims causing a needless waste of time by the city council on such matters.

As a side note, the municipal attorneys have had conversations regarding the adoption of rules of conduct for public officials. The consensus has been that it is best not to try to do so. Once they exist, it only leads to a big rabbit hole that takes up the time and energy of the city council and staff. Many of my colleagues have said to leave that subject alone and rely on Roberts Rules of Order for maintaining decorum in meetings.

My hopes are that I have provided enough information and suggestions for a productive conversation on policy 101.

DSD

Standards of Conduct for Elected Officials

101.1 PURPOSE AND SCOPE

This policy establishes standards of conduct expected of all elected officials. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning conduct.

101.1.1 DEFINITIONS

Definitions related to this policy include:

Conflict of interest - Any actual, perceived, or potential conflict in which it reasonably appears that an elected official's action, inaction, or decisions are or may be influenced by a personal or business relationship. It includes conflicts defined and prohibited by state law.

101.2 POLICY

Elected officials of the City are expected to conduct themselves with the utmost professional integrity and objectivity. The service of every elected official of the City shall be based on conduct that reasonably conforms to the guidelines in this policy.

All newly elected and returning City officials are provided with an orientation packet which includes information generated by the League of Wisconsin Municipalities as well as a Council Member Orientation publication created and distributed by the Lake Geneva City Clerk's Office. These materials are provided to assist elected officials in carrying out their responsibilities in a professional, efficient and legal manner. To further ensure the conduct of the elected officials are in line with City, State, and Federal law, the attached policies will serve to preserve and protect the appropriate relationship between the City's elected officials and City staff.

Elected officials have an obligation to be educated and familiar in their roles/responsibilities when serving the City of Lake Geneva. This includes participation in "Local Government 101" training provided by the League of Wisconsin Municipalities, within one month of assuming office. It shall also be the responsibility of elected officials to review and comprehend the expectations of an elected official, as outlined in the City of Lake Geneva Council Orientation Binder.

101.3 UNLAWFUL DIRECTIVES

Elected officials should not knowingly direct action or inaction that, if carried out, would result in a violation of any law or city policy.

101.4 GENERAL STANDARDS

Elected officials should conduct themselves in accordance with the federal and state constitutions and all applicable laws, ordinances, and rules.

Elected officials should familiarize themselves with policies and procedures applicable to their conduct.

101.5 ETHICS

Elected officials should **avoid** engaging in the following conduct:

Using one's status as an elected official of the City in any way that could reasonably be perceived as an attempt to gain influence or authority for non-city business or activity.

The wrong or unlawful exercise of authority for malicious purpose, personal gain, willful deceit, or any other improper purpose.

Acceptance of fees, gifts, money, tangible or intangible personal property, or any service, gratuity, favor, entertainment, hospitality, loan, promise, or any other thing of value from any person, business, or organization that is doing business with, or seeking to do business with, the City, or contrary to the rules of this city and/or laws of the state.

Offer or acceptance of a bribe or gratuity.

Misappropriation or misuse of public funds, property, personnel, or services.

Any other failure to abide by the standards of ethical conduct.

101.6 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Elected officials should not discriminate against, oppress, or provide favoritism to any person based on a classification or status protected by law.

101.7 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

Elected officials should not:

Release of confidential or protected information, materials, data, forms, or reports obtained as a result of the elected official's position with this city.

Use any information, photograph, video, or other recording obtained or accessed as a result of the elected official's position with this city for personal or financial gain.

Using city resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

Loan, sell, or allow unauthorized use, give away, or appropriate any city badge, uniform, identification card, or property for personal use, personal gain, or any other improper or unauthorized use or purpose.

Use city resources for campaign or other political purposes.

101.8 CONFLICTS OF INTEREST

Elected officials shall follow all laws regarding actual and perceived conflicts of interest and should avoid the appearance of actual or perceived conflicts of interest.

Elected officials should recuse themselves from participating and **avoid** decisions regarding promotions, performance evaluations, or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

101.9 ETHICAL COMPLIANCE DOCUMENTATION

Elected officials have a legal and moral obligation to report any potential ethical violations in a timely manner along with required documentation or any other matter related to conduct are timely completed and submitted to the appropriate authorities.

101.10 CONDUCT AND BEHAVIOR

It is absolutely inappropriate for Elected Officials to call, mail or otherwise contact City Staff via use of employee's private phone, personal email address or home mailing address. **unless specifically authorized by the City Staff being contacted.**

Emergency contact with City staff will only be undertaken via the Lake Geneva Police Dispatch who will, in turn contact the employee.

It is inappropriate for elected officials to leave "anonymous" messages (written or verbal) for any City employee.

It is inappropriate for elected officials to have possession of original documents which are the property of the City.

Elected Officials shall NOT have significant, direct contact with City staff without clearing such contact with the appropriate Department Head, or the City Administrator. Such behavior is a violation of Section 103 (Organizational Chain of Command) of the City of Lake Geneva Employee Handbook.

Elected officials have no authority to direct City staff to undertake anything without the expressed motion and approval of the Common Council **or its related committees.**

Any such violations (or similar inappropriate behavior) will be reported to the **City Administrator**, **Attorney** who will **forward any grievance received investigate the violation and provide a report** to the **City's Personnel Committee** **City Council** for review/possible action.

The ~~Personnel Committee or designees~~ **City Council** will **review the report and either accept the report as complete or ask for additional information from the City Attorney. Once the report is deemed complete the City Council may take action which may include investigate grievances and, if deemed appropriate; issue** ~~issuing~~ a written public or private censure which will be placed in a personnel file created for the person who has violated the "norms and protocols" for elected officials. **The City Council may also dismiss the violation if deemed appropriate by the City Council**

Depending on the circumstances, such violations may be cause for removing an elected official from office and prohibited from seeking elected office within the City of Lake Geneva government in the future.

Any attempt **by the violator** at contacting a staff member who has filed a grievance ~~(to discuss the matter)~~ will be considered retaliation under Federal law concerning the protection of **an** organizational whistleblower and will be reported to the US Department of Labor.

~~A Council member shall maintain decorum and set an example for appropriate conduct when the Council member represents the City, including at City meetings. Council members shall conduct themselves so as not to bring embarrassment upon the City; refraining from rude, critical or otherwise disrespectful verbal or written comments, facial expressions or gestures directed at fellow Alderpersons, City Staff, City Commission and Committee members or members of the public.~~