



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

Amended Personnel Committee Agenda
Wednesday, September 9, 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 August 3, 2026
5. City Administrator's Report
6. Discussion/Recommendation regarding the job description for the mechanic position for public works
7. Discussion/Recommendation for a letter of understanding with the Geneva Lake Police Association regarding the K-9 Unit
8. Discussion/Recommendation regarding the incorporation of revisions from a memorandum dated August 6, 2026 and Draft Training and Development Policy Framework dated July 31st, 2026 into the Training and Development Policy Framework adopted by the Common Council on August 19, 2026 (*Referred to the Personnel Committee by the Council on August 19, 2026, during consideration of an agenda item request submitted by Alders Hoiland and Smith*)
9. 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, August 3, 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, Finance Director Laura Pisarcik, Assistant City Administrator Chris Bennett, Mayor Todd Krause, Alderperson Cathy Stoodley and media.

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

None.

Approval of the minutes from May 22, 2026 and June 1, 2026

Motion by Ames to approve the May 22 and June 1, 2026 minutes, second by Yager. Voice vote, 4-approved, 1-opposed (Hoiland), motion carried 4-1.

City Administrator's Report

Discussion/Recommendation regarding training and development policy

Administrator De Angelis reviewed the updates. Motion by Yager to approve the draft policy, second by Ames. Discussion took place. Motion by Yager to amend and add a bullet point to section 4.5 - formally share information with other staff members as appropriate, second by Fesenmaier. Alder Hoiland shared information he would like added to the policy. Discussion continued and Alder Ames called the question to close debate. Voice vote, 3-approved, 2-opposed (Hoiland & Fesenmaier), motion carried to close debate 3-2. Amendment to the main motion - Voice vote, approved, motion carried. Alder Hoiland made a motion to amend and adopt portions of his July 31st draft submitted to the committee into the training and development policy. There was no second to the motion and the motion failed. Main motion to approve the draft policy as amended - Voice vote, 4-approved, 1-opposed (Hoiland), motion carried 4-1.

Discussion/Recommendation regarding Policy 101 Standards of Conduct for Elected Officials more specifically section 101.10 Conduct and Behavior

Attorney Draper reviewed his memorandum regarding changes to policy manual section 101. Motion by Hoiland to repeal or strike municipal policy 101 Standards of Conduct for Elected officials including sections 101.1-101.10 from the city's municipal policy manual effective immediately and direct the city attorney to prepare any necessary conforming amendments. There was no second to the motion and the motion failed. Attorney Draper continued reviewing policy 101 and discussion continued. Motion by Fesenmaier to recommend the Council adopt Policy 101 Standards of Conduct for Elected Officials, including all the changes in red, underlined or has a strike through, and in section 101.5 change the word avoid to should not, for section 101.8 change the language to participating in decisions, refer the creation of a hearing process along with a certificate of completion and examination of where ethics language needs to be included to staff, second by Ames. Motion by Yager to amend and add to paragraph 3 of 101.2, a specific timeframe and requirement for the 101 training, staff to recommend the timeframe, second by Fesenmaier. Voice vote, 4-approved, 1-opposed (Hoiland), motion carried 4-1. Alder Fesenmaier requested the staff recommendation be sent to Council by October 2026. Main motion - Voice vote, 4-approved, 1-opposed (Hoiland), motion carried 4-1.

Adjournment

Motion by Ames to adjourn, second by Yager. Voice vote, approved, motion carried. Adjourned at 4:44 pm.

Lacey L. Reynolds
City Clerk

Agenda Memo Review and Approval Procedure

1. Purpose

This procedure governs how agenda memos move from initial drafting through committee recommendation and final Council approval. It applies to all agenda memos submitted by City staff or a designated contractor.

2. Overview: Two Phases

The workflow runs in two phases:

- Phase 1 — Committee Level. Department Head submission to City Attorney (purpose dependent), and City Administrator review, and ends with the item going through the required committee(s).
- Phase 2 — Council Level. Begins once committee review is complete. The Department Head submits a truncated form incorporating any changes, which goes through City Attorney (purpose dependent) and City Administrator review before the item is finalized for the Council agenda.

Select the Appropriate Meeting Level for Your Item	Committee
Committee	Personnel Committee
Brief Subject Title	Job Description Mechanic
Agenda Item Wording	Discussion/Recommendation regarding job description for mechanic position for public works.
Submitted By	David De Angelis
Submitter Email Address	cityadmin@cityoflakegeneva.gov
Purpose of Committee Request	General Business
Background / Request	In the past the City had a mechanic in the publics works department for the purpose of maintenance of equipment and vehicles. At some point the decision was made to not refill that position when the previous mechanic left and fill the position with a general laborer and have existing staff do repairs as necessary and at the ability level of the employees. Over the past several years we have had an employee with a mechanics background and certifications that has done our repair work in between his regular duties. We have now come to the point were we are outsourcing a lot of general repairs due to work load. We are making the request to update the old job description in anticipation of the request that will be made during the budget process to refill this position.
Does Item Have a Fiscal/Budget Impact?	N/A
Does Item Have Ordinance or Policy Implications or Changes?	N/A
Possible Motion	Recommend the position description be approved for possible filling of position if approved during the budget process.

Timeline

i. Committee Name
Council

Date of Meeting
09/14/2026

Outcome	Other
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You selected "Other", please explain why:
Has not gone to committee yet.

Necessary Attachments

 Mechanic Job Description -08-14-26 draft.docx

Agenda Memo Final Approval - City Admin

09/02/2026 10:30 AM (CDT)

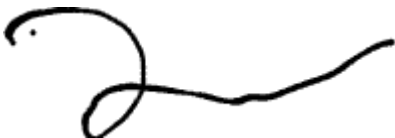
Approved by David De Angelis (cityadmin@cityoflakegeneva.gov)

Administration Approval

City Administrator Date of Review 09/02/2026

City Administrator Additional Comments Recommend approval to forward to the Common Council.

City Administrator Signature



Mechanic

Department: Parks Department

FLSA Status: Non-Exempt

Reports to: Public Works Director

Salary Grade: G with CDL/Air brake and ASE Cert.

General Definition of Work

Performs intermediate to highly skilled mechanical work on City equipment and vehicles. Work is performed under the limited supervision of the Foreman. Due to the nature of the work, flexible hours may be required during emergencies and/or weather events including on call status.

This is a full-time, year-round position. Responsibilities shift seasonally, with active waterfront operations in the spring and summer, and administrative, environmental, and support duties in the fall and winter.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities

General Duties

- Prioritizes, determines and executes needed maintenance and repairs of Village equipment (Public Works, Police, Fire, EMS Parking, and Utilities), stocking/ordering materials and supplies for tasks and projects as it relates to the City Fleet. Must be a self-starter and work efficiently without supervision.
- Maintains inventory of all tools and parts.
- Maintains shop area.
- High level of use tools of the trade.
- Assist Police and Fire with any emergency situations as needed.
- Performs many activities from elevated positions such as ladders, platforms and bucket trucks.
- Operates a variety of equipment including excavator, skid steers, trucks, backhoe, tractors, loaders, compactor, aerial bucket, pumps, compressors, rollers, snowplow equipment/vehicles and a variety of power and hand tools to assist, supplement and diagnose. Monitors equipment-operating condition. Performs, repairs and recommends equipment replacement.
- May perform activities on, in or near bodies of water. Ponds, lakes, rivers, etc.
- Participate in seminars, classes, trade shows as assigned.
- Participate in safety training.
- Responds to situations/emergencies outside normal work hours. Commonly, snow removal operations, but other items may include storm damaged trees, flood control, etc.
- Perform any and all work as assigned in any weather condition

Strategic and Long-Range Planning

- Assist the Public Works Director in establishing budgeting priorities and evaluating existing equipment for replacement scheduling. .

Supervision

- None

Budget

- Responsible for operating with-in assigned budget and providing estimates of expenses for maintenance of vehicles.

Knowledge, Skills, and Abilities

- Skilled in analyzing, diagnosing and correcting mechanical, hydraulic, fuel, emission and electrical failures and defects on a variety of vehicles.
- Ability to use diagnostic devices and software to repair engine and transmission failures.
- Skilled in using specialized tools and machines common to the trade.
- Ability to plan and prioritize repair work.
- Read, understand and carry out repair instructions from repair manuals, both written and electronic.
- Follow oral and written instructions.
- Ability to maintain effective working relationships with fellow employees, suppliers, and vendors.
- Ability to operate heavy equipment.
- Welding/fabricating
- Ability to identify needed repairs during vehicle inspections.
- Be reliable, thorough, and ethical.
- Ability to maintain records either on paper or electronically via Microsoft products or manufacturer software and coordinate with the DPW Office.
- Ability to use the internet as needed.
- Knowledge of engines, electrical systems, drive trains, air brake systems, tires and rims.
- Communicate verbally and via phone and email with staff, vendors and suppliers. • Assist Foreman in identifying needs of the department.
- Willing to learn and be taught new techniques pertaining to new vehicle systems through online and in person training.

Education and Experience

- High school diploma or GED
- ASE certification for vehicles and/or heavy trucks/equipment.
- Journeyman truck and/or equipment mechanic status.
- Class B CDL with air brake, or able to acquire in 12 months.
- Ability to be Forklift/industrial truck trained.

Physical Demands

- Regular exertion of up to 75 pounds of force and occasional exertion of over 100+ pounds of force
- Standing, walking, carrying, sitting or laying in unusual positions to access work. Speaking and hearing, using hands to finger, handle or feel, reaching with hands and arms Repetitive motions, frequently requires pushing, pulling and lifting and requires climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling;
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision (with or without corrective measures)
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data
- Visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities
- Working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration, may require exposure to blood borne pathogens and may be required to wear specialized personal protective equipment
- Occasionally requires wet, humid conditions (natural and non-natural), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and wearing self-contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic, machinery).

The City of Lake Geneva is an Equal Opportunity Employer.

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Select the Appropriate Meeting Level for Your Item	Committee
Committee	Personnel Committee
Brief Subject Title	Canine MOU
Agenda Item Wording	Discussion/Recommendation for a letter of understanding with the Geneva Lake Police Association regarding the K-9 Unit
Submitted By	David De Angelis
Submitter Email Address	cityadmin@cityoflakegeneva.gov
Purpose of Committee Request	Contract Review/Approval
Background / Request	This is the MOU that has been negotiated with the police union regarding canine unit duty. This MOU, if approved, would be added to the collective bargaining agreement for 2025-2027. This agreement sets the shifts for each dog, hours of pay and the final disposition of the dog at retirement. This agreement is consistent with other negotiated agreements in the region.
Does Item Have a Fiscal/Budget Impact?	Yes
Estimated Cost	\$15,000.00
Funding Source	Operating Budget PD
GL Number	Unknown at this time
Budget Status	N/A
Budget Request Detail	This item position has been approved for inclusion in the 2027 budget adding no additional staff. The \$15,000 shown as impact is the full one year cost of

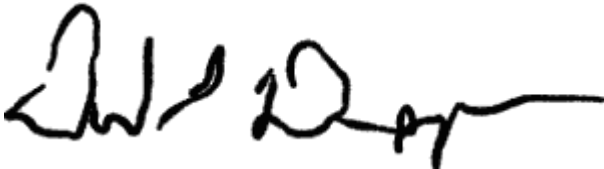
operation of the K-9 unit with two dogs. In the first year, 2027, the cost is anticipated at \$3750 as it is anticipated there will only be 4th quarter expenses. It is also anticipated there may be donations in the future to offset the operating expenses.

Does Item Have Ordinance or Policy Implications or Changes?	N/A
Possible Motion	Recommendation to Council to approve the collective bargaining agreement side letter of agreement for the purposes of adding K-9 handler to the agreement.
Timeline	
i. Committee Name	
Council	
Date of Meeting	
09/14/2026	
Outcome	Other
Necessary Attachments	 Canine MOU - Final Union.pdf

Agenda Memo City Attorney Approval

09/02/2026 2:42 PM (CDT)

Approved by Dan Draper (ddraper@cityoflakegeneva.gov)

City Attorney has reviewed the submission and approves	Yes
City Attorney Date of Review	09/02/2026
City Attorney Signature	

Agenda Memo Final Approval - City Admin

09/02/2026 2:53 PM (CDT)

Approved by David De Angelis (cityadmin@cityoflakegeneva.gov)

Administration Approval

City Administrator Date of Review 09/02/2026

City Administrator Additional Comments Recommend Approval

City Administrator Signature



**Letter of Understanding Between the
City of Lake Geneva
And the
Wisconsin Professional Police Association
For and on behalf of the Lake Geneva Police Association**

Whereas; The City of Lake Geneva (City) and the Lake Geneva Police Association (Association) wish to enter into an agreement for the creation of a canine program and the assignment of police officers to the position of canine handler.

Whereas; This Letter of Understanding outlines an agreement reached between the parties concerning the application and interpretation of the Collective Bargaining Agreement and the Fair Labor Standards Act to certain aspects of the canine handler's wages, hours, and conditions of employment. This Letter of Understanding supplements the current Agreement between the parties:

- A. The canine is the property of the City of Lake Geneva. The City will provide, at no cost to the handler, appropriate liability insurance coverage for the handler.
- B. All costs associated with maintaining the Canine Unit, including equipment (e.g., outdoor pen/kennel, grooming supplies, etc.) food, veterinary costs, kennel costs, certification, licensing, and training shall be borne by the City. The Chief of Police or their designee must approve all non-routine expenses, including veterinary costs, in advance. The final decision to make any expenditure, including veterinary costs, will be made by the Chief of Police or their designee.
- C. The Chief of Police or their designee shall determine the appropriate training related to the canine handler and canine. The Chief of Police, in their sole discretion, reserves the right to remove the handler or the canine from the assignment due to unsatisfactory performance.
- D. The handler will receive no upgrade in pay as a result of their appointment as a canine handler.
- E. The canine handler will be provided with an appropriately equipped vehicle that is personally assigned for the handler and that the handler may take home. The vehicle shall not be used for personal use.
- F. Selection of canine handlers will be based on a posted selection process determined by the Chief of Police. Employees selected to be canine handlers must make a 6-year commitment with the understanding that the actual length of the assignment may be influenced by the service life of the dog. No assignment will extend beyond the six years, unless mutually agreed upon by the handler and the Chief of Police. Selection as a canine handler will be considered an assignment and will not impede any handler's future opportunities for promotion.
- G. The Chief of Police or their designee reserves the right to determine the shift assignment of the canine handler. The Chief of Police designates shifts for canine handler as the following: Explosive Ordnance Detection K9 – 10:00 a.m. to 7:00 p.m. & Dual Purpose K9 – 6:00 p.m. to 3:00 a.m.
- H. The regular workday for canine handlers will consist of nine hours. The first or last 60 minutes of each shift shall be used for the purpose of daily care and maintenance of the canine. Said 60 minutes shall be applied to scheduled work days. Daily care and maintenance would include grooming, feeding, exercising, kennel cleaning, and other interaction with the canine. In the event, calls for service on a scheduled workday do not allow for the 60 minutes of canine care, the handler shall be compensated at the overtime rate per the collective bargaining agreement

for that time. The handler may come in 60 minutes late, or leave 60 minutes early depending on the needs of their shift.

- I. The canine handler will be eligible to receive appropriate benefits during the 60 minutes provided for in this section, including but not limited to, workers' compensation benefits if the canine handler experiences a work-related injury during the 60 minutes that he or she is caring for the canine.
- J. Canine handlers may need to perform non-law enforcement, work-related duties, including veterinary visits, outside of their regular work hours. Canine handlers may accrue earned compensatory time off, on an hour-for-hour basis to perform these tasks.
- K. The canine handler will not receive compensation for commuting to work for regular duty hours, nor for carrying a City owned cellphone. On-call status is not in effect for the canine handler. When a canine handler is called in for duty during their off-duty hours, they will be compensated at the appropriate overtime rate starting with travel time to the call location and travel time back to the police department or residence (whichever is shorter) upon completion of the call out.
- L. The canine handler must have the ability to respond to the City of Lake Geneva within 60 minutes of receiving a request to respond to work for canine functions.
- M. When the canine is retired (at the end of its effective working life, as determined by the Chief of Police or their designee) the City must offer the canine to its handler for \$1. The handler shall be responsible for the cost of the maintenance and care of the canine following retirement.
- N. If a canine handler ceased to be a canine handler (voluntarily or otherwise) during the effective life of the canine, the Chief of Police or their designee will determine the disposition of the canine.

Governing Nature: Upon full and final execution, this Letter of Agreement shall become status quo for the remainder of the 2025-2027 Collective Bargaining Agreement to include an extension of this agreement. All other terms and conditions of the party's Collective Bargaining Agreement shall apply. To the extent both parties identify any issues causing conflict with this agreement and the collective bargaining agreement, the parties agree to meet and confer in good faith with the intention of resolving such issues.

In witness whereof, the parties hereto have executed this agreement on this _____ day of _____, 2026

City of Lake Geneva:

Todd Krause – Mayor

Lacy Reynolds – City Clerk

City of Lake Geneva Police Assoc:



Kyle McNeil – Association President



Dennis LeCaptain - WPPA

City of Lake Geneva

Training & Development Policy Framework

Governance Philosophy

The City of Lake Geneva recognizes that employee training and professional development are strategic investments in public service. Well-trained employees improve public safety, customer service, legal compliance, operational efficiency, innovation, fiscal stewardship, and employee retention. The City is committed to providing equitable opportunities for learning while ensuring responsible use of taxpayer resources and measurable organizational benefits.

The Personnel Committee provides legislative oversight, reviews recommended updates to the policy, reviews annual reports, recommends budget priorities, reviews policy effectiveness, recommends revisions, and monitors compliance. The Committee shall not approve individual employee training requests.

Purpose

The purpose of this policy is to establish a clear, consistent, and proactive framework for professional development, training, and continuous learning across all City 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.
- Department heads and supervisors have structured guidance to evaluate training needs, plan development pathways, and responsible budgeting.
- The City cultivates a high-performing workforce aligned with long-term strategic goals, technological modernization, and community expectations.
- Training supports a culture of accountability, 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 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. **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 City of Lake Geneva full-time, part-time, seasonal, and temporary employees.
- Department Heads and managers with supervisory responsibilities.

December 4, 2025; February 20, 2026; June 3, 2026; July 31, 2026

- The City Administrator, who oversees policy implementation and ensures Citywide consistency.

Definitions

- **Mandatory Training** – Training required by law, regulation, policy, certification, or employment requirements.
- **Professional Development** – Voluntary learning intended to improve knowledge, skills, or leadership.
- **Continuing Education** – Structured learning that maintains or advances professional competence.
- **Cross-Training** – Instruction that prepares employees to perform duties outside their primary assignment.
- **Return on Investment (ROI)** – The measurable operational or organizational benefit resulting from a training investment.

Training Priority Levels

Priority 1 - Legal and mandatory compliance

Priority 2 - Public safety and risk reduction

Priority 3 - Operational efficiency

Priority 4 - Technology modernization

Priority 5 - Leadership development

Priority 6 - Professional growth

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 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 and 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)

December 4, 2025; February 20, 2026; June 3, 2026; July 31, 2026

- Certifications (e.g., HR, finance, planning, IT, public safety specialties)
- Cross-training between departments

Roles and 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 and Development Report to the Personnel Committee.

5.2 Department Heads

- Conducts annual staff training needs assessments.
- Submits training plans and budgets during the budget cycle.
- Ensures timely completion of mandatory training.
- Tracks participation and maintain training documentation.
- Identifies 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

- Completes all required training.
- Seeks opportunities to enhance their skills.
- Applies learned skills to daily performance.
- Notifies supervisors when training needs arise.

New Employee Orientation

New employee onboarding will include the following general City topics followed by position and department specific requirements:

- ethics
- public records
- open meetings
- workplace conduct
- cybersecurity
- customer service
- emergency procedures
- City organization
- benefits
- technology

Annual Training and Development Plan

Each department will evaluate their staff annually for needed training and development, and establish a training schedule appropriate for their department. All training shall be job relevant and from an approved training source. *In addition, they shall put forward their training requests during the budgeting process. Training schedules should include:*

December 4, 2025; February 20, 2026; June 3, 2026; July 31, 2026

- training needs assessment
- mandatory training inventory
- regular safety or job/project specific training as required for the performance of daily activities
- estimated costs
- funding source
- anticipated certifications
- cross-training opportunities
- succession needs
- measurable outcomes

Each plan shall be reviewed by the City 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.

Annual Citywide Training Report

The City Administrator shall provide an annual Citywide training report to include:

- Total training expenditures per employee
- Average training hours per employee
- Percentage of mandatory training completed
- Certifications obtained
- Leadership participation
- Tuition reimbursements
- Grant dollars received
- Cross-training accomplishments
- Emerging workforce risks
- Compliance deficiencies identified
- Employee satisfaction with training

Budgeting and 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 City 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

December 4, 2025; February 20, 2026; June 3, 2026; July 31, 2026

- Recognition programs for exceptional professional development

Conference Attendance Standards

Employees attending conferences shall:

- obtain supervisory approval before registration;
- comply with City travel and reimbursement policies;
- remain within approved budgets;
- submit documentation of attendance; and
- share significant knowledge or best practices with coworkers when appropriate.

Return on Investment Measurement

Departments shall identify the expected operational or organizational outcomes of significant training investments and evaluate results. Outcomes may include improved productivity, enhanced customer service, reduced risk, improved compliance, operational efficiencies, reduced costs, and other measurable benefits.

Succession Planning and Leadership Development

The City will maintain action-oriented leadership by:

- Identifying emerging leaders in each department
- Providing mentoring, supervisory training, coaching, and project leadership
- 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
- Providing training specific to emergency management, budgeting, media relations, conflict management, and ethics

Technology, Innovation and Modernization Training

In alignment with the City's modernization priorities:

- Training on new software systems and emerging technologies
- Digitization and customer-service platforms
- Cybersecurity and data protection
- AI literacy, workflow automation, data analytics 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 City Administrator, and the Personnel Committee.
- Departments may propose revisions at any time as technologies, legal standards, or City needs evolve.
- All revisions will be given to the Personnel Committee for review and recommendation with final approval by the Common Council.
- The City encourages employees to recommend new training opportunities, innovative practices, and organizational improvements that enhance public service and operational excellence.

Recognition

It is encouraged that the City provide recognition to celebrate professional growth. For example:

December 4, 2025; February 20, 2026; June 3, 2026; July 31, 2026

- Certification Recognition
- Professional Achievement Awards
- Innovation Awards
- Leadership Development Awards

Next Steps for Implementation

1. Review by Personnel Committee.
2. Feedback session with City Administrator and Department Heads.
3. Add the training priority matrix and supervisor training checklist.
4. Align the rollout with the 2027 budget, new HR software and operational study recommendations.
5. Post on internal employee portal.

Appendices *(Optional for Adoption)*

1. Appendix A – Annual Department Training Plan Template
2. Appendix B – Training Request Form
3. Appendix C – Tuition Reimbursement Request
4. Appendix D – **Supervisor’s Training Checklist**
5. Appendix E – Citywide Required Training Matrix
6. Appendix F – Annual Training Dashboard
7. Appendix G – Conference Evaluation Report
8. Appendix H – Tuition Agreement
9. Appendix I – Leadership Development Plan
10. Appendix J – Professional Development Roadmap
11. Appendix K – **Training Priority Matrix**
12. Appendix L – Return on Investment Evaluation Worksheet
13. Appendix M – New Employee Orientation Checklist

MEMORANDUM

To: Mayor; Members of the Common Council; City Administrator; City Attorney; Department Heads

From: Alderman Joel Hoiland

Date: August 6, 2026

Subject: Recommended Revisions to the Training & Development Policy Framework

Summary: The Personnel Committee recently recommended approval of the proposed *Training & Development Policy Framework* by a vote of 4-1.

On Friday, July 31, 2026, I prepared an update incorporating additional best practices. These revisions do not alter the purpose or direction of the policy. Rather, they strengthen the framework by improving organization, clarifying expectations, and establishing greater accountability for training investments. Unfortunately, they were not included in the committee packet.

The proposed revisions emphasize several important principles:

- Employee training should be viewed as a strategic investment in organizational excellence, public service, and risk management—not simply as an employee benefit.
- Training priorities should align with the City's Strategic Plan, departmental objectives, and annual budget process.
- Public resources devoted to training should be accompanied by measurable outcomes and appropriate accountability.
- Leadership development, succession planning, cross-training, and technology education help ensure continuity of operations and prepare the organization for future challenges.
- Clear guidance promotes consistent decision-making across all departments while reducing uncertainty and the need for case-by-case interpretation.

During the Personnel Committee discussion, concern was expressed that, because Lake Geneva is a relatively small municipality, the policy should remain simple. I agree that municipal policies should be **clear, practical, and easy to administer**. However, simplicity should not come at the expense of completeness.

A comprehensive policy does not require additional bureaucracy. Instead, it establishes consistent expectations, reduces ambiguity, improves transparency, and provides department heads with a clear framework for planning and administering employee development.

Many of the revisions simply codify practices that well-managed organizations already follow, including:

- defining training priorities;
- linking training to organizational goals;
- measuring outcomes;
- encouraging knowledge sharing following conferences and specialized training;
- supporting leadership development and succession planning; and
- providing an annual summary of the City's investment in employee learning.

These additions strengthen governance without limiting administrative flexibility.

The revised framework is intended to serve the City for many years. As organizational needs evolve, the policy can likewise evolve through future amendments. Beginning with a stronger foundation today will reduce the need for piecemeal revisions tomorrow.

I believe they will improve the policy while maintaining its practicality, supporting employees, assisting department heads, and advancing the City's commitment to organizational excellence and responsible stewardship of public resources.

This policy is not about becoming a larger city. It is about becoming a better-managed city. Good governance is not measured by population; it's measured by the quality of our policies, our planning, and our commitment to continuous improvement.

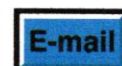
Thank you for your consideration.

Respectfully,

Joel Hoiland

Alderman, District 3

MOTION - I move that the Common Council incorporate the July 31, 2026 revisions before adopting the Training & Development Policy Framework.



CITY OF LAKE GENEVA

AGENDA ITEM REQUEST FORM

PLEASE ATTACH ANY INFORMATION THAT YOU WOULD LIKE INCLUDED IN THE AGENDA PACKET.

1. Name of individual(s) requesting agenda item. (Per § 2.42(c) of the municipal code, agenda item request must be submitted by two Aldermen, Mayor or Administrator and must be received by the City Clerk at least two Fridays prior to the scheduled City Council meeting.)

Aldermen Joel Hoiland and Brian Smith

2. Item requested to be placed on agenda. (Please list as you would like to see it on the agenda.)

Discussion/Action regarding training and development policy framework, July 31 revision

3. Committee, Board or Commission which you are asking to review this item.

Common Council

4. Date of meeting(s).

August 19, 2026

Signature: _____

Date: August 6, 2026

Signature: _____

Date: August 6, 2026

For Office Use Only

Date Received by Clerk: 08/06/2026

Committee/Council and Meeting Date Scheduled: _____

Notes: _____

Copies Provided to:

City Administrator

CityCity of Lake Geneva

Training and Development Policy Framework

Purpose

The purpose of this policy is to establish a clear, consistent, and ~~proactiveforward-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.
- Formally share training knowledge with other employees as appropriate.-

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	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