



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

SPECIAL PERSONNEL COMMITTEE
TUESDAY, MARCH 30, 2021 – 4:00 PM
CITY HALL, COUNCIL CHAMBERS

Members: Chairperson Rich Hedlund, John Halverson, Ken Howell, Cindy Flower, and Shari Straube

THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY AS WELL AS IN PERSON TO HELP PROTECT OUR COMMUNITY FROM THE CORONAVIRUS (COVID-19) PANDEMIC. IN-PERSON ATTENDANCE WILL BE LIMITED TO NO MORE THAN THIRTEEN PEOPLE, ON A FIRST COME FIRST SERVED BASIS.

You can provide public comment on agenda items by appearing in person or by emailing your comments to the Clerk at cityclerk@cityoflakegeneva.com or you may deliver your written comments to the City of Lake Geneva City Hall, 626 Geneva Street, Lake Geneva, WI 53147. All written comments must be provided to the Clerk by 3:00 P.M. on the date of the meeting. All written comments will be read aloud during the agenda item when public comments are allowed during the meeting.

AGENDA- AMENDED

1. Meeting called to order by Chairperson Hedlund
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Discussion/Recommendation regarding the creation of the seasonal Lakefront Attendant position
5. Discussion/Recommendation regarding the changing the Harbormaster position to report directly to the City Administrator
6. Discussion/Recommendation regarding the compensation for the City Attorney position
7. Discussion/Recommendation regarding possible one percent wage increase for City Staff
8. **Motion to go into Closed Session** pursuant to Wis. Stat. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session **RE: Employment Contracts for City of Lake Geneva Police Sergeants**
9. **Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session**
10. **Discussion regarding Police Sergeant Wage Scale proposal**
11. Adjourn

*This is a meeting of the Personnel Committee.
No official Council action will be taken; however, a quorum of the Council may be present.*

cc: Aldermen, Mayor, Administrator, Attorney, Media

Job Title: Lakefront Attendant

Represented: No

Reports to; DPW Foreman

Department: Public Works Status / Wage: 0.5

Adopted by City Council Date, _____

Job Description

Position Overview:

This position is under the immediate direction of the DPW Foreman and responsible for a variety of tasks within the City's Lakefront area. "Lakefront" is defined as all City of Lake Geneva owned property and buildings located along Geneva Lake between the west end fishing pier and Baker Park including Seminary Park. (excluding the actual beach and beach house which is maintained by beach staff).

Essential Job Functions:

- Responsible for grounds/building maintenance including all trash receptacles, restrooms, loose trash and any and all duties assigned by the DPW Foreman.
- Responsible for ensuring areas mentioned above are maintained as it relates to janitorial duties including but not limited to: keeping restrooms stocked with toilet paper, hand soap, replacement of burned out light bulbs, sweeping, minor painting, minor maintenance, mopping / washing of any spills, emptying of full garbage containers, flushing toilets, cleaning mirrors and unplugging of toilets. For those items staff is not equipped to repair, staff must report all outstanding issues to the Lead as soon as possible.
- Lakefront attendants are expected to be able to work with minimum supervision and perform duties in a workman like manner.

Resolution 20-RXX

The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Part-time Non-Represented Employees for the 2021 Budget Year effective January 1, 2021:

			Grade Salary Range		
Position	% Pro Rated	Assigned Pay Scale Grade	Min	Mid	Max
Permanent Part Time Salaried Staff:					
City Attorney	60%	22	57,152.39	65,725.25	74,298.11
City Judge	15%	20	12,716.36	14,623.81	16,531.26
Fire Chief	50%	17	35,589.66	40,928.11	46,266.56
Deputy Fire Chief	8%	12	4,255.15	4,893.42	5,531.69
Assistant Fire Chief	5%	10	2,366.92	2,721.95	3,076.99
Emergency Mgmt Deputy Director	30%	10	14,201.49	16,331.72	18,461.94
Permanent Part Time Hourly Staff:					
PD Part time Patrol Officer		9	21.4706	24.6912	27.9117
Financial Analyst		9	21.4706	24.6912	27.9117
Harbormaster		7	19.1087	21.9750	24.8413
City Hall Counter Clerk		7	19.1087	21.9750	24.8413
FD Confidential Administrative Assistant		7	19.1087	21.9750	24.8413
Part-time Tele-Communicator		6	18.0271	20.7312	23.4352
Parking Maintenance Lead Supervisor		6	18.0271	20.7312	23.4352
Lead Booking Officer		4	16.0441	18.4507	20.8573
Assistant Court Clerk		4	16.0441	18.4507	20.8573
PD Booking Officer		3	15.1359	17.4063	19.6767
Parking Maintenance Lead		2	14.2792	16.4210	18.5629
Parking Enforcement		1	13.4709	15.4915	17.5122
Videographer		1	13.4709	15.4915	17.5122
Chief Inspector poll workers per hour		0.4	9.4965	10.9209	12.3454
Poll Workers per hour		0.2	8.4518	9.7196	10.9874
Seasonal Part-time Hourly Staff:					
Beach Supervisor		1	13.4709	15.4915	17.5122
Street Seasonal Lead		1	13.4709	15.4915	17.5122
Asst Beach Supervisor		0.9	12.7084	14.6147	16.5209
Street Seasonal		0.9	12.7084	14.6147	16.5209
Boat Launch Attendants		0.8	11.9891	13.7874	15.5858
Riviera Security Guards		0.8	11.9891	13.7874	15.5858
Lakefront Seasonal-DPW		0.5	10.0662	11.5762	13.0861
Beach Attendants		0.5	10.0662	11.5762	13.0861
Crossing Guards		0.5	10.0662	11.5762	13.0861

 CHARLENE KLEIN, Mayor

 LANA KROPF, City Clerk

City Attorney current wage rate is \$72,793.50 annually

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 CHARLENE KLEIN, Mayor

 LANA KROPF, City Clerk