



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

**PERSONNEL COMMITTEE
MONDAY, JUNE 7, 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

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. Approval of the March 30, 2021 Personnel Committee minutes as prepared and distributed
5. Discussion / possible action regarding a request to modify the existing job description for the Municipal Court Clerk
6. Discussion / possible action regarding a request to modify the existing job description for the Assistant Court Clerk
7. Motion to go into Closed Session pursuant to Wis. State. 19.85(1)(c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding: **1) Municipal Court Clerk Position 2) Assistant Court Clerk Position**
8. Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session
9. Future Agenda Items
10. 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