



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

**SPECIAL PERSONNEL COMMITTEE
TUESDAY, MARCH 30, 2021 – 4:00 PM
CITY HALL, CONFERENCE ROOM 2A**

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

Meeting called to order by Chairperson Hedlund at 4:00 p.m.

Roll Call

Present: Halverson, Hedlund, Howell and Flower

Absent: Straube (excused)

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

Mary Jo Fesenmaier addressed the committee concerning agenda item six. Expressed her belief that the committee should look at the pros and cons of an elected City Attorney vs. an appointed City Attorney.

John Halverson so moved to switch items four and five on the agenda. Seconded by Howell. Motion carried by unanimous voice vote.

John Halverson so moved to suspend the rules and allow Alderperson Fesenmaier to participate in the meeting discussion, seconded by Flower. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the changing the Harbormaster position to report directly to the City Administrator. Brief discussion was held among the committee members to move the responsibility for supervision of the Harbormaster from the Public Works Director to the City Administrator. Hedlund so moved to recommend this change, seconded by Howell. Carried by unanimous voice vote.

Discussion/Recommendation regarding the creation of the seasonal Lakefront Attendant position.

Discussion was held among the members of the committee and Public Works Director Tome Earle (via phone) concerning the proposed position. Hedlund so moved to approved the creation of the position, seconded by Howell. Motion carried by a voice vote of 3-1 with Flower voting against.

Discussion/Recommendation regarding the compensation for the City Attorney position. After some discussion among the committee members, Hedlund so moved to increase the prorated percentage paid to the City Attorney from sixty percent (60%) to seventy percent (70%) of full time. Howell seconded the motion. Motion carried by a voice vote of 3-1 with Flower voting against.

Discussion/Recommendation regarding possible one percent wage increase for City Staff. Hedlund so moved that the City provide a one percent (1%) wage increase for all non-union, non-contractual employees starting July 1, 2021. Motion died for lack of a second.

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. At 4:43 pm Halverson so moved to go into closed session, seconded by Howell. Motion carried by unanimous roll call vote.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session. At 5:13 pm, Flower so moved to go back into open session. Hedlund seconded. Motion carried by unanimous voice vote.

Roll Call

Present: Halverson, Hedlund, Howell and Flower

Absent: Straube (excused)

Discussion regarding Police Sergeant Wage Scale proposal. Hedlund so moved to continue this to a future Personnel Committee meeting. Flower seconded. Motion carried by unanimous voice vote.

Adjourn. At 5:13 pm Hedlund so moved to adjourn. Seconded by Flower. Carried by unanimous voice vote.

Municipal Court Clerk

Dept/Div: *Municipal Court*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled administrative support work receiving, processing and typing documents, answering telephone, entering data into computer files, assisting clients, preparing and maintaining files and records, and related work as apparent or assigned. Work is performed under the limited supervision of the Municipal Court Judge.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Files and reviews citations and complaints, assuring correctness.

Attends all municipal court proceedings and prepares and files documentation pertaining to each municipal citation for

Prepares the docket sheets and gather all material pertinent to cases.

Determines and schedules court dates and facilities.

Arranges for juvenile cases to be heard away from regular court.

Communicates with law officers, attorneys, and defendants regarding court proceedings.

Balances dockets at the conclusion of court proceedings.

Prepares month report of financial activities, including the coordination of restitution payments; assists in the collection of bonds.

Receives the public and answers a variety of questions; answers telephone; responds to inquiries from employees, citizens and others.

Prepare necessary communications for jury trials and transfers to Circuit Court.

Takes and transcribe minutes, prepares and distributes minutes and reports as necessary.

Knowledge, Skills and Abilities

General knowledge of standard office methods and record keeping procedures and practices; general knowledge of forms, terminology and records; general knowledge of departmental programs, policies and procedures; ability to perform a considerable volume of detailed record work; ability to maintain files; skill in the operation of standard office equipment including a personal computer; ability to type and perform word processing accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

High school diploma or GED and minimal experience in clerical position, or equivalent combination of education and experience.

Municipal Court Clerk

Dept/Div: *Municipal Court*

FLSA Status: *Non-Exempt*

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Last Revised: 6/5/2014

CITY OF LAKE GENEVA

ASSISTANT MUNICIPAL COURT CLERK

POSITION DESCRIPTION

Assistant Municipal Court Clerk performs job functions as needed to ensure the most accurate, thorough and efficient operation of the municipal court under the direction of the Municipal Court Clerk.

DUTIES AND RESPONSIBILITIES

Essential Job Functions:

Daily:

- File all citations received from police department.
Enter payments and process credit card receipts received from police department.
- Process all information or paperwork received through police department, mail or by phone.
- Provide information requested by Police, City Attorney, other attorneys, defendants and others.
- Process all parking citations as required by processing payments; answering all requests for information and issuing court appearance dates as requested
- Redistribute payments made for citations previously sent to collection by correcting breakdown in computer program and entering payment in computer
- Issue receipts for all payments received.
- Enter all payments received on citation and in computer.
- Set up payment agreements for forfeitures owed.
- Open mail and process payments and correspondence.
- Type general correspondence and complete filing for the court.
- Issue driver's license suspensions for unpaid citations.

Weekly:

- Prepare court dockets (arraignments, pre-trials and poverty hearings) and corresponding paperwork including assessment orders, hold open requests to be submitted to police department etc.
- Enter dispositions on citations and enter in computer, send notices for continuances, pre-trials, trials, defaults etc. and distribute copies as needed. Prepare check requests for refunds, worthless checks, witness fees, etc. to be verified by Court Clerk. Set up trial files. Report dispositions to state. Type and process warrants and commitment orders.
- Maintain warrant and commitment list and update with police department periodically.
- Prepare deposits by balancing to computer program and turn over to treasurer.

Monthly:

- Assist with balancing paid citations to computer and preparing reports to be distributed to City, County and State.
- File all paid citations.
- Review past due payment agreements and unpaid tickets to send letters, issue suspensions, issue commitments as ordered or enter into TRIP or SDC systems.
- Prepare parking citation past due letters and reports to send to collections.
- Prepare court room in Court Clerks absence.
- Greet defendants at court window during court proceedings to collect payments, issue payment reminders, provide notices for future appearances and other paperwork per the order of the court.
- Attend court proceedings in Court Clerks absence.
- Contact interpreter as needed for assistance at court appearances.

Generally:

- Remains current in court law and operations with yearly attendance at the Wisconsin Municipal Court Clerk's Seminar.
- Assists the Court Clerk in formulation and implementation of new policies, procedures, court forms etc. as needed or to comply with Wisconsin State Statutes as they are updated and changed.
- Perform any other duties as required by Judge

Nonessential Job Duties:

- Order office supplies as needed
- Periodically gather information and develop reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of secretarial and office functions.
- Knowledge of legal and court procedures.
- Knowledge of bookkeeping functions.
- Skill in the use and care of personal computers and other office equipment.
- Ability to handle confidential information
- Ability to perform work accurately.
- Ability to perform basic math skills, handle money and make change.
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with people in a variety of circumstances while handling stressful situations and processing deadlines.
- Ability to interpret and understand driving records.

PHYSICAL ABILITIES AND CHARACTERISTICS:

Level of fitness that allows employee to:

- Sit for extended periods of time.
- Handle short periods of standing and some bending and lifting of light objects.

This is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.