



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

**SPECIAL PERSONNEL COMMITTEE
TUESDAY, JUNE 29, 2021 – 4:00 PM
CITY HALL, COUNCIL CHAMBERS**

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

CITY HALL WILL BE OPEN TO THE PUBLIC DURING ALL MEETINGS. THE CITY OF LAKE GENEVA IS HOLDING ALL MEETINGS VIRTUALLY AS WELL AS IN PERSON.

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 June 7, 2021 Personnel Committee minutes as prepared and distributed
5. Discussion/Recommendation regarding changes made to the City of Lake Geneva Police Department Civilian Handbook
6. Discussion/Recommendation regarding a request to modify the existing job description for the Municipal Court Clerk
7. Discussion/Recommendation regarding a request to modify the existing job description for the Assistant Court Clerk
8. 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 3) Telecommunicator Positions**
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. Future Agenda Items
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