

PERSONNEL COMMITTEE MINUTES
MONDAY, AUGUST 2, 2021- 4:00 P.M.
CITY HALL, COUNCIL CHAMBERS

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

Chairperson Hedlund called the meeting to order at 4:00 p.m.

Roll Call

Present: Howell, Halverson, Flower, and Hedlund

Absent: Straube

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

Mary Jo Fesenmaier; 1085 S Lake Shore Dr; Spoke in favor of a City Assessor as a fulltime position and spoke in opposition of the compensation study being completed.

Approval of the July 1, 2021 Special Personnel Committee minutes as prepared and distributed

Motion by Halverson to approve, second by Flower. No discussion. Motion carried 4-0.

Discussion/Recommendation identifying specific staff as city's direct contact for I.T. services and Assessor Services

Flower stated that she any contracted services should be managed by City staff.

Straube joined at 4:03 p.m.

They should also be in charge of the RFP and the budget for those services. She added there should be some kind of structure in place for monitoring these contracted positions. Hedlund stated the City Administrator could appoint point people to manage these contracts. Hedlund would like to see this continued to the September meetings for the City Administrator to weigh in. Flower would like to see solutions at the next meeting for further discussion; including how contracts are reviewed. No action taken.

Discussion/Recommendation concerning hiring of full time employee to serve as City Assessor

Hedlund stated that he is very in favor of this idea; he added he is not very happy with the performance of the current assessor. Clerk Kropf noted that most cities have a contracted firm, not a full-time staff member. Kropf also added the request for proposals had been sent to qualified firms and posted.

Motion by Howell to continue to September, second by Halverson. Motion failed 0-5.

No action taken.

Discussion/Recommendation concerning a proposed four percent (4%) cost of living increase for all non-represented city employees as part of the 2022 budget

Motion by Flower to approve, second by Hedlund. Hedlund noted that the suspected COLA increase estimate is 5.3% to 6.1%. Hedlund added that the employees haven't had a COLA only increase in at least four years. He added that when the percentage increase is identified, employees do not receive the whole amount as it is based on performance/evaluation. Committee discussion included giving a COLA increase to employees and then to allocate a percentage for merit/evaluation as well. Motion carried 5-0.

Discussion/Recommendation regarding the current job evaluation process and forms

Howell would like to see this continued to the next meeting when the Administrator can be present for discussion. No action taken.

Discussion/Recommendation concerning amended contract for Sergeants within the Lake Geneva Police Department

Hedlund noted that this has been discussed for a while now. He added they would like to be taken off the City scale, but be given a new scale with steps. With this change, all sergeants would all have the same contract that shows the benefits for the job.

Motion by Howell to approve, second by Halverson. Hedlund added this would only apply to the sergeants, the other employees with remain on the City wage scale. Motion carried 5-0.

Discussion/Recommendation regarding Request for Proposals for City Employee Compensation Study

Motion by Flower to move forward with the City of Lake Geneva Request for Proposals for Compensation Study, second by Halverson. Flower expressed that this will help to determine not only wages but benefits from comparable communities. Hedlund noted that he would like to see a new study completed as the previous one was not executed well and is antiquated. Motion carried 5-0.

Discussion/Recommendation regarding possible creation of an ADA Compliance Officer

Flower stated this would not necessary be a new position, but could be added to an existing job. These requirements have been in place for decades and there should be accountability for them being followed. Flower would like to see it is the City Administrator or that the administrator designates someone to this position. Hedlund stated the first department that came to mind was Building and Zoning or possibly the Department of Public Works.

Motion by Flower to continue to next month for further discussion, second by Straube. Motion carried 5-0.

Discussion regarding usage of City Employee clinic

Hedlund stated that the clinic usage has been down as of late. Hedlund explained the employee clinic physician will be giving a presentation to the employees that should help boost attendance. He would like to see this continue to be offered to the employees. No action.

Adjourn

Motion by Halverson to adjourn the meeting, second by Flower. Motion carried 5-0. The meeting adjourned at 5:14 p.m.