



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

**PERSONNEL COMMITTEE
MONDAY, OCTOBER 4, 2021- 4:00 P.M.
CITY HALL, COUNCIL CHAMBERS**

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

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 Personnel Committee minutes of September 8, 2021 as prepared and distributed
5. Discussion/Recommendation regarding potential wage increase for Lakefront Staff and part time Public Works positions
6. Discussion/Recommendation regarding potential wage increase for Riviera Security positions
7. Discussion/Recommendation regarding appointing an ADA Compliance Officer for the City of Lake Geneva
8. Discussion/Recommendation regarding identifying staff for certain contracted services management
9. Update regarding status of Wage and Benefit Study Requests for Proposals
10. Update regarding status of employee contracts for Sergeants within the City of Lake Geneva Police Department
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

PERSONNEL COMMITTEE MINUTES
WEDNESDAY, SEPTEMBER 8, 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: Hedlund, Flower, Halverson, and Howell

Absent: Straube

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

None

Approval of the Personnel Committee minutes of August 2, 2021 as prepared and distributed

Motion by Flower to approve, second by Halverson. Flower expressed concerns with continued items from the prior meeting not being on this agenda. Motion 4-0.

Discussion/Recommendation regarding City of Lake Geneva 2022 Health Insurance Plan

Matt Chadwick from Cottingham Butler addressed the committee regarding the City's Health Insurance Plan. He noted that claims are up 4% from 2020, which is not an issue; this is mainly due to the COVID-19 pandemic. He indicated he will be conducting the market research for potential different carriers and will be able to finalize numbers in October. He explained that the City has a 99% enrollment rate on to its plan; most companies/employers show 80% enrollment. Chadwick further explained the new Family Advantage Health Plan; which would give employees some incentive to possibly join a spouse's health plan. Committee discussion included concerns with the potential gap in open enrollments for employee spouses and the City employees. Chadwick offered video education to give to the employees to help answer questions about the new plan. No action taken.

Adjourn

Motion by Flower to adjourn, second by Howell. Motion carried 4-0. The meeting adjourned at 4:59 p.m.



City of Lake Geneva Public Works

Streets/Parks/Forestry/Cemeteries/Buildings and Grounds

1065 Carey St. Lake Geneva WI. 53147 (262)248-6644 fax (262)248-4913

MEMO

To: Personnel Committee

From: Director of Public Works

Date: October 1st, 2021

RE: Street Seasonal part-time staff & Lakefront Attendants

Current wages:	Min	Mid	Max	Current 2021 Pay
Street Seasonal (grade 0.9)	12.7084	14.6147	16.5209	12.70 (min)
Lakefront Attendant (grade 0.5)	10.0662	11.5762	13.0861	11.57 (mid)

Part-time wages for the entire State are at all-time highs. DPW checked with several local businesses including Big-Box stores, gas stations, restaurants, etc. and current starting hourly pay is \$15.00/hr. with scheduled raises throughout the year. Local gas stations have starting wages of \$14.00/hr with raises after 30 days and shift differentials. Most of the businesses consulted offered raises at 30-60 and 90 days. The City does not offer raises except any raise approved during budget at the start of a new year. This means if you start in January, you do not get a raise for 12 months.

DPW has found it increasingly difficult to find and hire part-time employees. Many downtown businesses and restaurants were forced to close on certain days because of the lack of employees. Signs stating 'please be patient, we are understaffed' are common across the State. One just needs to read the local news to hear about all businesses being short staffed.

With these facts and the increasing numbers of tourists and visitors to the city, the need to elevate P/T DPW wages to attract competent staff is apparent. DPW had 7 P/T openings in the summer of 2021 go unfilled and had 3 P/T staff leave during the season because of wages offered elsewhere.

DPW Staff has thoroughly explored the wage scales and offers the following recommendations:

- Elevate the Street Seasonal grade 0.9 employees to grade 0.9 Max.
\$16.5209/hr
(Street Seasonal employees operate large mowers and pickups with 18' trailers)
- Move the Lakefront Attendant grade 0.5 to grade 0.9 Mid.
\$14.6147/hr

It is understood that simply elevating wages does not guarantee more applications. It is our hope that being more competitive with the tourist based and larger companies will give us an advantage as the city offers flexibility in hours, a safe environment and all-around nice workplace.

One point to consider, if we do not have P/T employees for these shifts we must fill these hours with F/T employees on O/T. An average DPW Employee making \$23.50 an hour would amount to \$35.50/hr. Almost 2 ½ times higher than P/T Staff.

Please let me know of any questions.

Thank you.

Tom Earle

DPW

CITY OF LAKE GENEVA

626 Geneva Street
Lake Geneva, WI 53147
(262) 248-3673
www.cityoflakegeneva.com



MEMORANDUM

To: Personal Committee

From: Steve Russell, Harbormaster

Date: October 1, 2021

Subject: Riviera Security Staff Pay Rate

The Riviera Security position is a year-round part-time position. Shifts for all events include a SETUP which is late morning to mid or late-afternoon and EVENT shifts which run from the end of setup to close (usually midnight or later). Times are modified based on the final event schedule which creates additional strain on personnel assigned to work. Staff must be flexible once they commit to an event.

The position currently pays \$11.9891 for either shift. I propose leaving the SETUP shift at the current rate (plus any 2022 budgeted increase) and increasing the EVENT shift to \$14.00/hour. Hiring for the Security positions has been very difficult.