



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

**PERSONNEL COMMITTEE
MONDAY, DECEMBER 6, 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 minutes of the November 1, 2021 Personnel Committee meeting as prepared and distributed
5. Discussion/Recommendation regarding potentially scheduling a Special Personnel Committee meeting
6. Discussion/Recommendation concerning the proposed Riviera Janitor job description
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: **Annual Evaluations for the City Administrator, Building & Zoning Administrator, City Clerk, Finance Director, Harbormaster, Parking Manager, and Public Works Director**
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. 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
MONDAY, NOVEMBER 1, 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, Halverson, Howell, Flower and Straube

Absent: None

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

None

Discussion/Recommendation concerning 2022 Employee Health Insurance Program

Matt Chadwick from Cottingham and Butler gave the committee a presentation regarding the City Employee Health Plan. He noted that the City's current health insurance provider has offered a renewal with an increase of 12.9% for 2022. He explained that this increase is due primarily to claims. Chadwick further explained the City's difference card would be available for renewal as well. There were several companies contacted for a quote, but that two of the five failed to turn in a proposal and that the others offered plans that would be 20%-30% higher than the current carrier.

Motion by Howell to maintain the City Health Insurance with WPS, second by Flower. Motion carried 5-0.

Discussion/Recommendation regarding Employee Health Insurance premium contribution

Committee discussion noted that the current employee contribution is 7% and the consensus was that it remains.

Motion by Howell to set the employee contribution for health insurance premium at 7%, second by Flower.

Motion carried 5-0.

Discussion/Recommendation regarding selection of "McGrath Human Resources Group" to undertake City's proposed Wage and Compensation Study

Motion by Hedlund to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding implementation of four percent (4%) cost of living wage increase for all non-represented City employees effective January 1, 2022

Motion by Howell to approve, second by Straube. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding City Employee full-time and part-time wage scales for 2022

Committee discussion included leaving the wage scales the same for 2022. No action taken.

Discussion/Recommendation concerning the proposed Riviera Janitor job description

Motion by Howell to continue, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding updated job description for City Administrator to include ADA Compliance

Motion by Howell to approve, second by Halverson. No discussion. Motion carried 5-0.

Future Agenda Items

-Annual Evaluations of the City Administrator, Building & Zoning Administrator, City Clerk, Finance Director, Harbormaster, Parking Manager, and Public Works Director

Adjourn

Motion by Howell to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:06 p.m.

Riviera Janitor Position (Part of Lakefront Staff)

Dept/Div: Public Works

FLSA Status: Non-Exempt

General Definition of Work

Performs semiskilled work performing building and grounds work related to the cleanliness, sanitation and overall appearance of the Riviera and the adjoining Driehaus Plaza. Also responsible for stocking of restroom supplies within the Riviera Building restrooms. Primary work season will be Memorial Day through Labor Day with a seasonal closing date of November 1st of each year. Typical work days are Friday through Sunday, along with Monday holidays when applicable. Thursday – Sunday during the annual Venetian Festival.

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

Sweeping

Wet mopping

Clean up of dry and wet spills

Cleaning of common area windows and common area doors (not tenant windows or doors)

Stocking of toilet paper and hand soap in the restrooms

Pick up of trash

Dusting

Maintain overall appearance and sanitation of the area

The position will not undertake any manner of maintenance, but will report repair issues to the Public Works Department

Position will immediately notify police and/or fire department of any illegal or unsafe activity if observed.

Knowledge, Skills and Abilities

Thorough knowledge of building and grounds cleaning and sanitation; ability to understand and carry out oral and written instructions; ability to carry out required tasks without supervision.

Education and Experience

High school diploma or GED with relevant experience, or combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, occasional exertion of up to 25 pounds of force.

Work with continual standing, walking, bending or sitting. Position also involves, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting. Work requires vision, ability to adjust focus, depth perception, color perception and peripheral vision; 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 and to receive detailed information through oral communications. Exposure to outdoor weather conditions. May be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light – heavy pedestrian traffic).

Special Requirements

None

Last Revised: 10/22/2021