

**CITY OF LAKE GENEVA PERSONNEL COMMITTEE
MONDAY, MARCH 4, 2024 – 4:30 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members: Members: Chairperson Tim Dunn, Linda Frame, Ken Howell, Joan Yunker and Shari Straube

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

Roll Call:

Present: Dunn, Frame, Howell, and Yunker

Absent: Straube (excused)

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

Sherri Ames, 603 Center Street addressed the committee on two items related to agenda item 5 (City Policy Manual).

Approval of the regular Personnel Committee minutes from August 7, 2023, and the Special Personnel Committee minutes from February 20, 2024, as prepared and distribute

Yunker so moved to approve the Personnel Committee minutes from August 7, 2023. Seconded by Frame. Motion carried by unanimous voice vote.

Howell so moved to approve the Special Personnel Committee minutes from February 20, 2024. Seconded by Frame Motion carried by unanimous voice vote.

Discussion / Possible recommendation regarding updated City Policy Manual.

City Administrator Nord addressed the committee concerning the updated City Policy Manual which was included in the meeting packet.

At 4:05 Chairman Dunn recessed the meeting as a tornado warning siren was going off within the City limits. Dune called the meeting back to order at 4:11 p.m.

Nord continued discussion concerning the updated City Policy Manual. General discussion as well as questions were asked by members of the Committee. After further discussion, Howell so moved to forward the updated manual to the second Finance, Licensing and Registration committee meeting in March, seconded by Yunker. It was requested that the current policy manual be provided to the committee members prior to that meeting. Motion carried by unanimous voice vote.

At 4:16 p.m. Dune recessed the meeting as another tornado siren was going off within the City limits. At 4:20 Dunn called the meeting back to order.

Discussion regarding Participation in Government 101 by Elected Officials

Administrator Nord presented the Committee with suggestions as to defining when (and how often) council members should be taking part in the “Government 101” session offered by the League of Wisconsin Municipalities. It was noted that the State does not require elected officials to take the course, but the City of Lake Geneva currently has a policy which requires council members to participate in the session. Various discussions and conversations among the committee members. This topic will be brought up again at a future Personnel Committee meeting.

Discussion regarding use of City Emails vs Private Emails by Council Members for City business. Nord addressed the committee concerning the issue of some elected officials using their private emails to conduct City business and the potential legal issues it presents for the City. After some discussion among the committee members, it was agreed that this topic will be brought up at a future Personnel Committee meeting.

Discussion/Possible recommendation regarding proposed amendment to City Code section 2-49(3)(c) Personnel Committee

Nord presented the committee with recommended changes in wording for this section of the City code which would make the City Administrator responsible for conducting evaluations on the various department heads listed instead of the Personnel Committee. After general discussion and questions, Yunker so moved to approve the proposed changes outlined in section 2-49(3)(c) Personnel Committee. Seconded by Howell. Motion carried by unanimous voice vote.

Adjournment

At 4:52 p.m. Yunker so moved to adjourn the meeting. Seconded by Howell. Motion carried by unanimous voice vote.

David Nord
City Administrator