



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov

CITY OF LAKE GENEVA PERSONNEL COMMITTEE

MONDAY, MAY 6, 2024 - 4:00 PM

LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

Members:

Members: Chairperson Cindy Yager, Sherri Ames, Mary Jo Fesenmaier, Linda Frame, and Peg Esposito

AGENDA

1. Meeting called to order by Chairperson Yager
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the March 4, 2024 Personnel Committee minutes as prepared and distributed
5. Discussion/Recommendation regarding Section 2-49(3) Personnel Committee ordinance
6. Discussion/Recommendation regarding the City of Lake Geneva Employee Performance Evaluation Form
7. Discussion/Recommendation regarding the City of Lake Geneva Appendix A Organizational Chart
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: City Administrator, Building/Zoning Administrator, City Clerk, Finance Director/Comptroller, Harbormaster, Parking Manager, and Public Works Director
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:**
 - a. Committee Chair/City Council- How to Run a Meeting (Roberts Rules), Gov't 101 Access
 - b. Committee Secretary's Minute Taking (Robert's Rules)
 - c. Set Schedule for Staff Evaluations
 - d. Review Policy and Procedures Manuals
 - e. Review Committee Guidelines/Procedures for all Standing and Appointed

Boards/Commissions (i.e. member, voting rights, etc)

f. Review Job Descriptions

g. Handbook Discussion/Review

11. Adjournment

*This is a meeting of the Personnel Committee.
No official Council action will be taken; however, a quorum of the Council may be present.*