



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.*

**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

ORDINANCE OF THE COMMON COUNCIL			
An ordinance amending Section 49 (3), Personnel Committee, of Chapter 2, Administration, of the City of Lake Geneva Municipal Code, as it relates to periodic evaluations of department heads.			
Committee	Personnel Committee recommended approval on March 4, 2024, Finance, Licensing, & Regulation Committee to consider on March 19, 2024		
Fiscal Impact:	N/A		
File Number:	24-01	First Reading : Second Reading :	XXXXXX, 2024 XXXXXX, 2024

The Common Council of the City of Lake Geneva, Wisconsin, does hereby ordain as follows:

Section 2-49 (3)

Personnel Committee.

a.

The Committee shall be responsible for negotiating all employment contracts or agreements between the City of Lake Geneva and its employees, excepting only those employees who are specifically governed by another City committee or commission.

b.

The Committee shall make a recommendation to the City Council to accept or reject employee contract or agreement offers. The City Council shall have the sole power to accept or reject employee contracts or agreements by a majority vote.

c.

The Committee shall be responsible for ensuring that the City Administrator undertakes periodic evaluations, semiannual and/or annual, of all City department heads except those governed by another City commission, committee, or official.

d.

The Committee shall be responsible for all disciplinary matters involving grievances, prohibitive practice complaints, work rule violations, contract violations, and other matters including discharge or separation for employment.

e.

The Committee shall be responsible for creating and recommending to the City Council job descriptions for all City employees (except police and fire), and such job descriptions shall be utilized when advertising for and evaluating potential new and current employees.

f.

The Committee will interview all prospective exempt employees and all appointed officials of the City that are appointed by the City Council as set forth in Section 2-3 of the Municipal Code of the City of Lake Geneva. City department heads are those individuals responsible for the oversight of particular functions and employees of the City. City department

[Added 5-24-2010 by Ord. No. 10-05; amended 11-28-2011 by Ord. No. 11-32; 9-22-2014 by Ord. No. 14-05]

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CITY OF LAKE GENEVA

EMPLOYEE PERFORMANCE EVALUATION FORM

Revised 11/14/2016

The Employee Performance Evaluation process is one part of the Performance Measurement Process. It is intended to measure how an individual employee's performance contributes to the success in achieving our overall mission. The second part of the Performance Measurement Process is departmental benchmarking. This part measures key indicators of success by comparing our departments' success with that of other communities.

The performance evaluation contains two parts, Specific Goals, Objectives or Projects, and, General Performance Objectives and Results. The process provides for a self-evaluation or rating, and a supervisory rating. Self-evaluations are to be completed and returned to your supervisor. Here are some additional instructions for supervisors completing the form:

1. Please take this opportunity to complete the form based upon information generated from throughout the entire evaluation period.
2. Try to refrain from basing judgments on recent or isolated events only. Disregard your general impression of the employee and concentrate on rating one factor at a time.
3. Provide appropriate comments to explain your ratings in each category.
4. Conduct your performance evaluation ratings and communication meetings with each employee in a manner that gives that employee your uninterrupted attention.

Employee Name:

Evaluation Period:

From to

Position Title:

Date of Rating:

Department:

☐ Contractual Evaluation

☐ Annual Evaluation

Is this a self-evaluation or a supervisory evaluation?

☐ Self-Evaluation

☐ Supervisory Evaluation

Specific Goals, Objectives or Projects

List the most important elements of this employee's goals, objectives, or projects to be evaluated during the evaluation period. If this is the initial evaluation period, simply describe the elements without providing any evaluation or rating of the elements.

New Evaluation Goals, Objectives or Projects:

Element 1:

Element 2:

Element 3:

Element 4:

General Performance Objectives and Results

Evaluate the performance of the employee for the evaluation period by providing the numerical value which best represents the employee's performance during that period. This should be completed on each of the factors and on the overall goals and performance rating. Where a person has no job duties relating to a particular factor, simply write "not applicable" (NA) and continue to the next factor. If this form has insufficient space for your comments on a specific factor, add additional sheets to the form.

Rating Criteria Definition and Scoring

Excellent (E)
Score = 10

Consistently performs at a high degree of accuracy and efficiency which exceeds the primary requirements of the position. "Routinely goes above and beyond the call of duty."

Very Good (VG)
Score = 8

Consistently performs the requirements of his/her job in a manner above that of the satisfactory performer. "Solid performance with flashes of brilliance."

Satisfactory (S)
Score = 6

Normally performs the requirements of his/her job in a fully reliable and adequate manner, but rarely performs at an extraordinary level.

Needs Improvement (NI)
Score = 4

Performs the requirements of his/her job on a minimal acceptance level and/or requires an excess amount of direct supervision; generally does not meet the minimum standards of performance required for the position. "Does just enough to get by."

Previous Evaluation Goals, Objectives or Projects with Rating:

ELEMENT 1:

SCORE: _____

ELEMENT 2:

SCORE: _____

ELEMENT 3:**SCORE:** _____**ELEMENT 4:****SCORE:** _____**1. JOB KNOWLEDGE:****SCORE:** _____

Rate the degree of knowledge required by the job plus an understanding of the duties, procedures, practices, processes, equipment, skills, techniques, and related functions required to effectively perform the job.

Comments: _____

2. QUALITY OF WORK:**SCORE:** _____

Rate the degree to which the work produced is neat, thorough, and accurate; the ability to identify and detect errors, deficiencies or problems; and to determine ways of improving work which is done.

Comments: _____

3. EFFICIENCY:**SCORE:** _____

Rate the volume of work produced, the degree to which it is accomplished within established deadlines, agreed commitments, and the degree to which a variety of assignments can be organized and balanced to achieve desired results.

Comments: _____

4. JUDGEMENT:**SCORE:** _____

Rate the level of analytical and constructive reasoning the employee uses in arriving at decisions. Does he/she have the ability to think and act calmly, logically, consistently, and rapidly to make correct choices when required?

Comments: _____

5. INITIATIVE:**SCORE:** _____

Rate the degree to which the employee works independently without having to be told or seeking constant reassurance; generates new ideas; starts action; uses originality to meet routine and unusual situations.

Comments: _____

6. RESPONSIBILITY: SCORE: _____

Rate the degree to which the employee accepts responsibility and requirements of his/her job and complies with all City and/or Department regulations, policies and procedures.

Comments: _____

7. COOPERATION: SCORE: _____

Rate the degree to which the employee effectively works with the public, superiors, peers and subordinates to establish and maintain positive working relationships, and to support and work towards the goals and plans established by and with superiors.

Comments: _____

8. COMMUNICATION: SCORE: _____

Rate the degree to which the employee expresses himself/herself clearly in written and oral communication; listens to and understands instructions and messages conveyed, exercises patience, restraint and courtesy in all circumstances; informs superiors and co-workers of events, problems and actions which affect their areas of responsibility.

Comments: _____

9. WORK HABITS: SCORE: _____

Rate the degree to which the employee exercises desirable work habits; spends time productively and is on the job as required.

Comments: _____

10. LEADERSHIP: SCORE: _____

Rate the degree to which the employee creates a positive work environment which is conducive to getting things done; supports decisions and/or policies, constructively works within the system to facilitate improvements; shares job knowledge and information so others can more effectively do their jobs.

Comments: _____

11. OVERALL GOALS AND PERFORMANCE RATING: SCORE: _____

Rate the degree to which the employee 1) Achieved overall Goals, Objectives or Projects and 2) Overall Performance.

Comments: _____

ADDITIONAL EVALUATOR COMMENTS: _____

EMPLOYEE COMMENTS: (Is there anything not covered in the evaluation which you would like to mention?)

Employee Signature

Date

(Signature does not necessarily mean agreement with rating. It does however, signify review of its contents and the opportunity to discuss the performance evaluation)

Supervisor

Date

Second Line Supervisor

Date

For Human Resources Department Use

Total Score Possible: _____

Total Evaluation Score: _____

Percentage Eligible Score: _____

Total Merit Increase %
(Council Approved %)

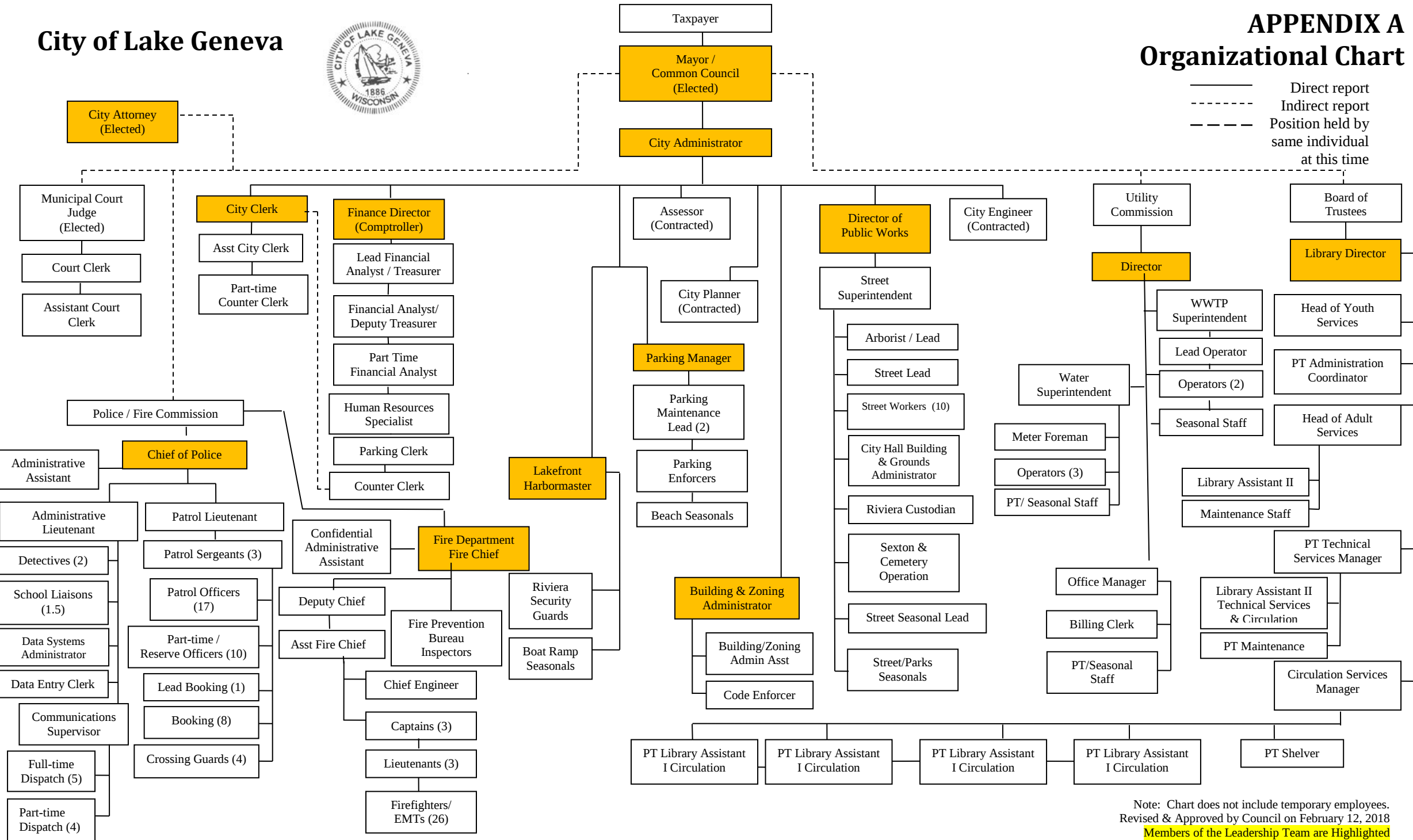
Merit Increase % Earned

(Apply based on below mid; above mid; above max)

City of Lake Geneva



APPENDIX A
Organizational Chart



Note: Chart does not include temporary employees.
Revised & Approved by Council on February 12, 2018
Members of the Leadership Team are Highlighted