



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

CITY OF LAKE GENEVA PERSONNEL COMMITTEE

MONDAY, JUNE 3, 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 May 6, 2024 Personnel Committee minutes and May 22, 2024 Special Personnel Committee minutes as prepared and distributed
5. Discussion/Recommendation regarding Sec. 2-3 APPOINTED OFFICIALS Ordinance
6. Review/Discussion regarding Section 2-49 (3) PERSONNEL COMMITTEE Ordinance
7. Discussion/Recommendation regarding City of Lake Geneva Employee Performance Evaluation Form and samples from other communities
8. Discussion/Recommendation regarding City of Lake Geneva Appendix A Organizational Chart
9. Discussion/Recommendation regarding the revised job description format for future use in all hires
10. Discussion/Recommendation regarding the revised Job Description for the City Administrator
11. Next meeting date & time - July 1, 2024 @ 4:00 pm
12. Future Agenda Items:
 - a. Committee Secretary's MinuteTaking (Robert's Rules)
 - b. Committee Chair/City Council- How to Run a Meeting (Roberts Rules), Gov't 101 Access
 - c. Set Schedule for Staff Evaluations
 - d. Review Policy and Procedures Manuals
 - e. Review Job Descriptions

- f.** Review Committee Guidelines/Procedures for all Standing and Appointed Boards/Commissions (i.e. member, voting rights, etc)
- g.** Handbook Discussion/Review

13. 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.*