



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.*

**CITY OF LAKE GENEVA, PERSONNEL COMMITTEE
MONDAY, MAY 6, 2024 – 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

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

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

Roll Call

Present: Yager, Ames, Fesenmaier, Frame, and Esposito.

Absent: None

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

None

Approval of the March 4, 2024, Personnel Committee minutes as prepared and distributed

Motion by Ames to approve. Second by Esposito. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Section 2-49(3) Personnel Committee ordinance.

General discussion among the members of the committee concerning Section 2-49(3) / Personnel Committee Ordinance. Reading and review of the document with various comments related to unclear or contradictory wording contained in the document.

After additional discussion, motion by Esposito to continue discussion next month with next month's packet material to include Section 2-3 of the Municipal Code as referenced in the original document. Second by Fesenmaier. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the City of Lake Geneva Employee Performance Evaluation Form.

General discussion concerning the form currently used for employee evaluations, which was adopted in 2016. General discussion concerning deficiencies in the current form and the need for a new form which can be modified to be more department specific. Some conversation about public access to the all the City's job descriptions.,

Motion by Esposito for the City Administrator to bring 3 or 4 evaluations tools for the Committee to discuss. Second by Frame. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the City of Lake Geneva Appendix A Organizational Chart.

General discussion concerning the layout of the City's existing organization chart. Interest by the committee in having a more readable lay out and inclusion of positions which have been created since the chart was last printed. Motion by Esposito to continue to the June meeting. Second by Frame. Motion carried by unanimous voice vote.

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.

At 4:50 p.m. Fesenmaier moved that the committee go into closed session with the addition of Mayor Krause and Alderperson Hoiland being allowed to be present in the closed session. Second by Esposito. Motion carried by a roll call vote of 5-0.

At 5:36 p.m. Ames moved to return to open session. Second by Fesenmaier. Motion carried by a roll call vote of 5-0.

Motion by Fesenmaier and second by Ames to set a future meeting (scheduled or special meeting) to review the Building and Zoning Administrator's entire personnel file. Motion carried by unanimous voice vote.

Adjournment

At 5:40 p.m. motion by Ames to adjourn. Second by Fesenmaier. Motion carried by unanimous voice vote.

**CITY OF LAKE GENEVA, PERSONNEL COMMITTEE
WEDNESDAY, MAY 22, 2024 – 4:30 PM
LAKE GENEVA CITY HALL; ROOM 2A (SECOND FLOOR)**

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

Chairperson Yager called the meeting to order at 4:38 p.m.

Roll Call

Present: Yager, Ames, Fesenmaier, Frame, and Esposito.

Absent: None

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

Alderpersion Joel Hoiland, 390 Country Club Drive, Lake Geneva addressed the committee concerning agenda item number four and stated the importance of the job description of the City Administrator clearly outlining the chain of command: ensuring efficiency for the City government's operations.

Betty Volquardsen, 1000 Cumberland Trail, Lake Geneva, Wisconsin addressed the committee concerning agenda item number four; offering her experience in job analysis, job descriptions and other personnel related services.

Discussion Recommendation regarding the City Administrator job description.

The committee reviewed the current City Administrator job description as well as the related City ordinance regarding the position. General discussion was had concerning the level of education for the position as well as possibly encouraging prior experience in a Wisconsin municipality. The committee would like to integrate the job description into a specific annual evaluation document for the position.

After additional discussion. Frame moved that the committee hold a Special Working Session of the Personnel Committee on Wednesday, May 29, 2024, at 6:30 p.m. Frame further stated she will take the existing job description and City Administrator ordinance and blend it into a working document for the committee to use. Second by Esposito. Motion carried by unanimous voice vote.

Discussion / Recommendation regarding the Harbormaster job description.

The committee reviewed the current Harbormaster job description as well as the related City ordinance regarding the position. General discussion was had concerning the current wording as well as possible changes to duties. Suggestions removing references to the Public Works Director and Street Superintendent and place this position entirely under the City Administrator. Possible daily monitoring of piers, buoys, etc. instead of reference to “once a week” Discussion about referencing the Community Service Officers.

Page 3; Address keeping the Piers & Harbors Chair informed in between monthly Piers & Harbors meetings, in addition to the monthly Harbormaster Report. General discussion on how to keep lines of communication open by channeling information through the City Administrator.

Possible assignment of the Harbormaster as the first point of contact for the first floor Riviera tenants. Discussion about the uniformity of format for all city job descriptions.

Ames moved that the Harbormaster position / job description be forwarded to a working Personnel meeting on Wednesday, May 29th. Second by Fesenmaier. Motion carried by unanimous voice vote.

Yager moved that the City Administrator position / job description be forwarded to a working Personnel meeting on Wednesday, May 29th. Second by Fesenmaier. Motion carried by unanimous voice vote.

Brief discussion on the possibility of merging the Parking Manager and Harbormaster positions. Possible discussion at a later meeting

Discussion / recommendation for hiring process and timeline.

Yager stated the revised job descriptions will be addressed at the special Personnel meeting / work session on May 29, 2024. The job descriptions will then be sent to the regularly scheduled Personnel meeting on June 3, 2024, and forwarded to the June 4, 2024, FLR meeting. General discussion concerning the City Administrator hiring process moving forward.

Adjournment

At 5:56 p.m. motion by Ames to adjourn. Second by Esposito. Motion carried by unanimous voice vote.

Sec. 2-3. Appointed officials. [Code 1992, § 1.02; Ord. No. 99-13, § I, 8-9-1999 ; amended 5-24-2010 by Ord. No. 10-05 ; 11-28-2011 by Ord. No. 11-33 ; 5-29-2012 by Ord. No. 12-08 ; 11-10-2014 by Ord. No. 14-08]

Appointed officials of the City shall be selected in the manner and for the terms prescribed as follows:

	Official	How Appointed	Term
(1)	City Clerk	Appointment by the City Council	Indefinite
(2)	Fire Chief	Police and Fire Commission	Indefinite
(3)	Police Chief	Police and Fire Commission	Indefinite
(4)	Director of Public Works	Appointment by the City Council	Indefinite
(5)	Assessor	Appointment by the City Council	Indefinite
(6)	Comptroller	Appointment by the City Council	Indefinite
(7)	Administrator	Appointment by the City Council	Indefinite
(8)	Treasurer	Appointment by the City Council	Indefinite

ORDINANCE OF THE COMMON COUNCIL			
An ordinance amending Section 2- 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 to consider on June 3, 2024 recommended approval on March 4, 2024. Finance, Licensing, & Regulation Committee to consider on March 19,		
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, ~~or hire letter~~ between the City of Lake Geneva and its ~~Department Head~~ 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.

be.

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-c.**~~

The Committee shall be responsible for all disciplinary matters involving grievances, prohibitive practice complaints, work rule violations, ~~and~~ contract violations, ~~and other matters including discharge or separation for employment,~~ involving City of Lake Geneva Department Heads.

~~**e-d.**~~

The Committee shall be responsible ~~for creating and~~ recommending to the City Council job description ~~revisions~~ 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-e.**~~

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 ~~D~~department ~~H~~heads are those individuals responsible for the oversight of particular functions and employees of the City. City

~~De~~partment ~~H~~heads shall be given the authority to hire and terminate employees within their department, provided that any hiring is done without violating budgetary constraints placed on their departments and any terminating is done within the guidelines established by the City of Lake Geneva ~~Employee Handbook~~.

~~[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]~~

Approved by the City of Lake Geneva Common Council on this XX day of XXXX, 2024.

Council Action: ☐ Adopted ☐ Failed Vote _____

Mayoral Action: ☐ Accept ☐ Veto

~~Charlene Klein~~ Todd Krause, Mayor Date

Attest:

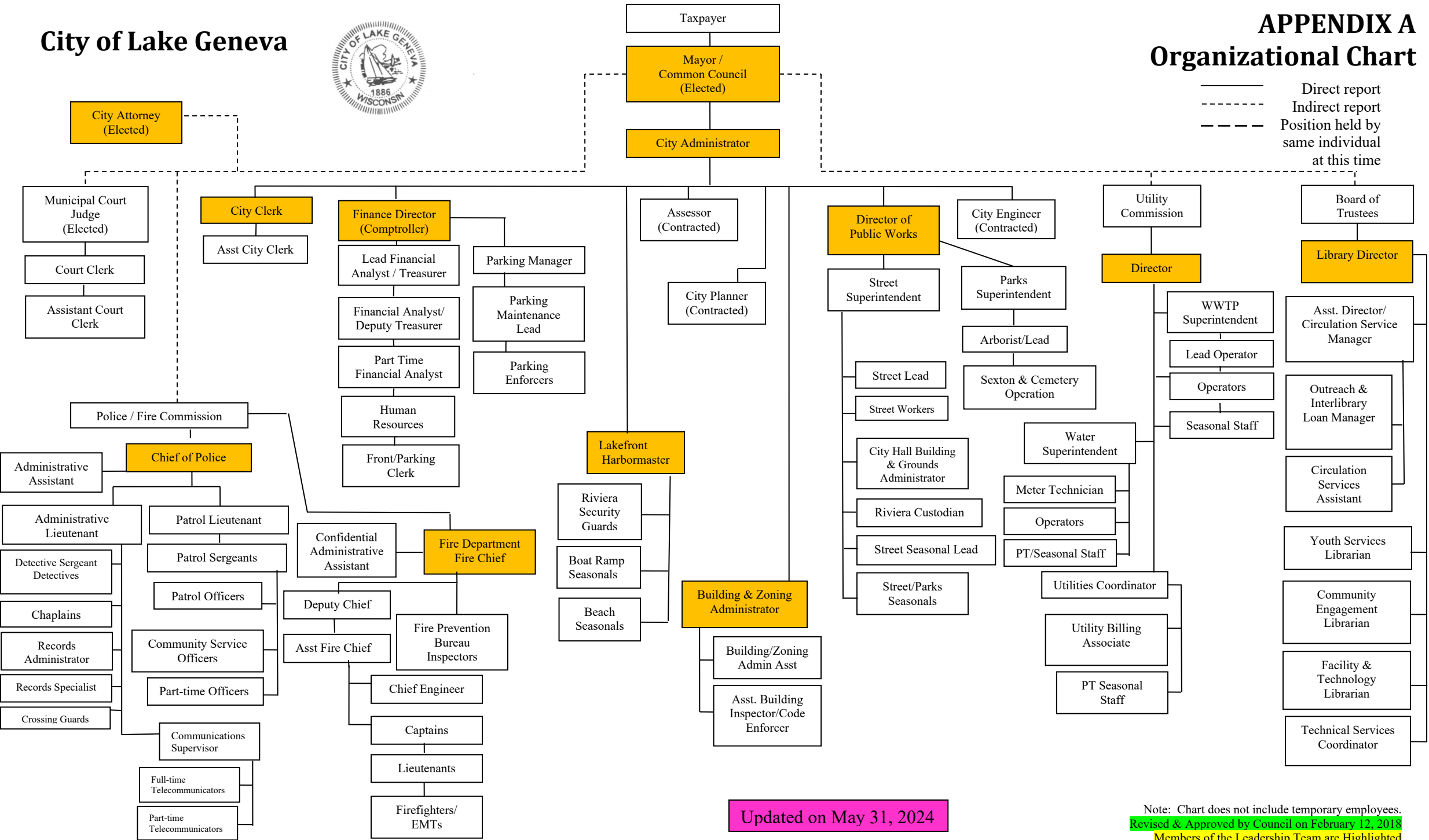
Lana Kropf, City Clerk ~~Vanessa Jahns~~, Deputy City Clerk
Date

Publication Date: XX/XX/XXXX
Codification Date: XX/XX/XXXX

City of Lake Geneva



APPENDIX A
Organizational Chart



Updated on May 31, 2024

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

Position Title

Dept/Div:

FLSA Status:

General Definition of Work (paragraph)

Essential Functions (bulleted information in each category)(categories can be changed)

General Duties-

-
-

Strategic & Long Range Planning-

-
-

Supervision-

-
-

Budget-

-
-

Knowledge, Skills and Abilities (paragraph)

Education and Experience (paragraph)

Physical Requirements (paragraph)

Special Requirements (example - Notary, or special licensing)

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.

City Administrator

Dept/Div: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex professional work directing and supervising all operations and activities of the City government, ensuring City ordinances and State statutes, resolutions and policies adopted by the Common Council are implemented and consistently applied, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Common Council. Organizational supervision is exercised over the Department Heads.

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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

General Duties-

- Carry out directives of the Mayor and Council which require administrative implementation, reporting promptly to the Mayor and Council any difficulties encountered.
- Administer day-to-day operations of City government including monitoring City ordinances, resolutions, Council meeting minutes, and state statutes. Directs and manages the operations of the City; provides direction to all City functions falling under the authority of the Common Council.
- Attend Finance/License and Regulation Committee meetings. Keep informed by minutes and/or committee members, of the activities, etc. of all other committees, boards, and commissions of the City.
- Represent the City in matters involving legislative and intergovernmental affairs as authorized and directed as to that representation by the Mayor and the Council.
- Represent the City at various meetings, functions and events; serve as liaison to various civic and intergovernmental organizations and committees, task forces, boards and commissions; sets regularly scheduled meetings with officials from other units of local government and business and community organizations; provides information about City operations as authorized and directed as to that representation by the Mayor and the Council.
- Act as public information officer for the City with the responsibility of ensuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed.
- Establish and maintain procedures to facilitate communications between citizens and City government to ensure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to ensure that all such matters are expeditiously resolved.

- Attend all meetings of the Council, assisting the Mayor and the Council as required in the performance of their duties.
- In coordination with the Mayor, the Chairpersons and the Clerk, ensure that appropriate agendas are prepared to all meetings of the Council, all Council committees and all other appropriate committees and commissions of the City, together with such supporting material as may be required, with nothing in this section being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Council, or any of its committees and commissions.
- Assist in the preparation of ordinances and resolutions as requested by the Mayor or the Council, or as needed.
- Keep the Mayor and Council regularly informed about the activities of the Administrator's office by oral or written report at regular and special meetings of the Council.
- Briefs Council members on pending agenda items and other City issues.
- Provides analysis as needed to assist the Council in making informed policy decisions.
- Provides administrative support to Mayor and Council members as needed.
- Coordinates special projects.
- If action normally requiring Council approval is necessary at a time when the Council cannot meet, the Administrator shall receive directives from the Mayor, or in the absence of the Mayor, from the Council President.

Strategic & Long Range Planning-

- Evaluate and codify all existing City policies and procedures. Serve as the city's "American with Disabilities Act" (ADA) Compliance Officer. For personnel, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Assist the Mayor and Council in establishing City-wide goals and objectives; ensure that these goals and objectives are implemented on a consistent basis.
- Assists Mayor and City Council with strategic and long-range planning for the city; participates in planning efforts at the local and regional levels; keep city council apprised of developments at the State and Federal levels that impact the city; monitors pending legislation for impact on the city' oversees compliance with new legislation. Submit appropriate reports and recommendations thereon to the Council.
- Establish when necessary administrative procedures to increase the effectiveness and efficiency of City government according to current practices in local government.
- Promote the economic well-being and growth of the City through public/private sector cooperation.

Supervision-

- Review the existing organization chart, which defines authority and responsibility for all nonstatutory positions of the City and submit any suggested

changes to the Personnel Committee for recommendation to Council for adoption as the official organization and administrative procedure plan for the City.

- Works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; facilitates problem-solving at all levels in the organization.
- Recommending to personnel the appointment, promotion, and when necessary for the good of the City, the suspension or termination of all City employees who are not subject to personnel decisions by the Board of Police and Fire Commissioners or the Library Board.
- Evaluate in conjunction with department heads the performance of all employees on a regular basis; develop and enforce high standards of performance by City employees; ensure that City employees have proper working conditions; and work closely with department heads to promptly resolve personnel problems or grievances.
- Assist in labor contract negotiations and collective bargaining issues.
- Work closely with supervisors to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.
- Oversees and participates in the resolution of inquiries and complaints from the public and other organizations.
- Manages professional contractors and/or consultants providing services to the City.

Budget-

- Keep informed concerning the availability of federal, state, and county funds for local programs. Assist department heads and the council in obtaining these funds under the direction of the Mayor and the Council.
- Responsibility for the preparation of the annual City budget, in accordance with guidelines as may be provided by the City Council and in coordination with department heads, and pursuant to state statutes, for review and approval by the Mayor and the Council.
- Administering the budget as adopted by the Council. Oversees the development and administration of the annual budget and capital improvement program.
- Reporting regularly to the Council on the current fiscal position of the City.
- Supervising the accounting system of the City ensuring that the system employs methods in accordance with current professional accounting practices.
- Serving as the purchasing agent for the City, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the Council and any limitation contained in the state statutes.
- Assist the Comptroller in examining investment accounts and reports to ensure compliance with established fiscal policies and procedures.

Knowledge, Skills and Abilities

Comprehensive knowledge of public administration principles and practices; comprehensive knowledge of municipal corporation laws, ordinances and regulations; thorough knowledge of municipal finance practices; thorough knowledge of development practices and regulations, thorough knowledge of human resource and labor relations practices and regulations; ability to operate standard office equipment and software packages; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with department heads, the City Council and the general public.

Education and Experience

Bachelor's degree in Public Administration, Political Science or related field and considerable experience as an assistant city administrator or department head, or equivalent combination of education and experience. **Master's degree in a related field of study preferred. Experience working in the State of Wisconsin preferred. Proficient in Robert's Rules of Order is a plus.**

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements (example - Notary, or special licensing)

None

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.

BASIC ROBERTS RULES OF ORDER - For Committee Chair to reference during meetings. It is suggested to make a copy of this to go along with your agenda. Place an * by any agenda items that need a motion. You could copy this document and use it as a template by adding in any committee information in each category. Make an additional copy for your secretary, leaving space underneath each item so they can record information directly underneath (see Secretary's Minutes information below).

Call To Order - note date and time

Roll Call - ask Secretary to call roll

Reading & Approval of Minutes - Do I have a motion to approve the minutes of the (date of minutes). Do I have a second? All in favor? Any opposed? Motion (passed/didn't pass) with (# in favor/ # opposed)

Comments From the Public - Comments are limited to items on this agenda. Comments are limited to 5 minutes. Please state your name and address and which agenda item you are addressing.

Proceed Through Item #'s on the Agenda - Read the item number. Address the topic or acknowledge another person to address the topic.

- If only a **discussion item**, continue until you believe discussion should be stopped and continue to the next item number.
- If item **needs a motion**, ask - Do I have a motion for item # _____. Do I have a second? Then ask for discussion of the item.
When you think discussion is finished ask - Do we have any other discussion? Hearing none, we will vote on the motion.
Ask the secretary (or you) to read the motion.
All in favor? Any opposed?
Chair announces results of vote. Motion (passed/didn't pass) with (# in favor/ # opposed)
Chair states who the motion is moving forward to (i.e. another committee, attorney, etc.).

You can add an agenda item as the last item in the meeting to discuss future items to be included in the next agenda - This would allow the public to add their wishes during the comments from the Public.

Set next meeting Date & Time:

Adjournment - Do I have a motion to adjourn? Second. All in favor? Any opposed?

DRAFT 4-29-2024

SECRETARY

WHAT MINUTES MUST INCLUDE

- The kind of meeting being held..regular, special, etc.
- The name of club
- Date, time and place of meeting
- Names of person running meeting
- Names of everyone in attendance.
- Approval of past meeting minutes with any corrections.
- Summaries of reports from officers.
- Exact final working of all motions with names of movers and
- seconders.
- Discussion record.
- Results of all votes. Where motion will be sent to.
- Points of order raised an appeals made, with the chair's ruling on each.
- Announcements.
- The time of adjournment.
- The signature of the secretary or person who took minutes

IT IS SUGGESTED - After cleaning up the minutes in preparation for submitting formally, send a copy to the Chair and possibly all committee members for review and comments.

All items for the next meeting (agenda, minutes, and supporting documents) must be submitted to the City Clerk by no later than noon on the Wed. before the next meeting. Make sure all agenda items that need to be carried over from the last meeting are included.

Ask the Chair to print off or send electronically a copy of the "Secretary's Minutes" page prior to the next meeting.

DRAFT 4-29-2024