

**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.