

**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

Alderman 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 descriptions for the Harbormaster 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.