



*City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- [www.cityoflakegeneva.gov](http://www.cityoflakegeneva.gov)*

**CITY OF LAKE GENEVA PERSONNEL COMMITTEE**  
**WEDNESDAY, JUNE 19, 2024 - 5:30 PM**  
**LAKE GENEVA CITY HALL; CONFERENCE ROOM 2A (UPPER 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 June 3, 2024 Personnel Committee minutes as prepared and distributed
5. Discussion regarding the update on the City Administrator Job Description
6. Discussion/Recommendation regarding the process for posting and hiring the City Administrator
7. Discussion/Recommendation regarding the Organizational Chart Updates
8. Next meeting date & time: July 1, 2024 at 4:00 pm
9. Future Agenda Items
  - a. Committee Secretary's Minute Taking (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
10. 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.*