

**CITY OF LAKE GENEVA, PERSONNEL COMMITTEE
MONDAY, JUNE 3, 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, Frame, and Esposito.

Absent: Fesenmaier (excused)

Comments from the public limited to 5 minutes, limited to items on this agenda
None

Approval of the May 6, 2024, Personnel Committee minutes and May 22, 2024, Special Personnel Committee minutes as prepared and distributed.

Motion by Ames to approve the minutes of May 6 and May 22, 2024, with corrections as stated for the May 22nd minutes. Second by Esposito. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding Sec. 2-3 APPOINTED OFFICIALS Ordinance

General discussion among the committee members concerning which positions should and should not be included. Motion by Frame to continue this topic until a future meeting. Second by Esposito. Motion carried by unanimous voice vote.

Review/Discussion regarding Section 2-49 (3) PERSONNEL COMMITTEE Ordinance

General discussion among the committee members regarding wording to be inserted and deleted. Chairperson Yager to provide a copy of the changes to the ordinance. Motion by Frame to approve the changes made to Section 2-49(3). Second by Ames. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding City of Lake Geneva Employee Performance Evaluation Form and samples from other communities.

City Administrator Nord provided the committee with evaluation forms from Elkhorn, Wisconsin and Marshfield, Wisconsin. Motion by Esposito to continue to a future meeting. Second by Ames. Motion carried by unanimous voice vote.

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

The committee reviewed the organizational chart provided by the City Clerk. Discussion among the committee members and City staff concerning various positions and who they are reporting to. Esposito moved to continue this agenda item to a future meeting. Second by Ames. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the revised job description format for future use in all hires

General discussion among the committee members. Motion by Frame to utilize the job description format brought forward by the committee. Second by Ames. Motion carried by unanimous voice vote.

Discussion/Recommendation regarding the revised Job Description for the City Administrator.

Committees brought forward various suggestions to amend the existing job description. General discussion concerning the description as it relates to other positions within the organization. Motion by Frame to approve the City Administrator job description as reviewed and amended by the Personnel Committee. Second by Ames. Motion carried by unanimous voice vote.

Next meeting date & time - July 1, 2024 @ 4:00 pm

Chairperson Yager advised the committee that the next regularly scheduled meeting is July 1, 2024, at 4:00 p.m. Discussion among the committee members concerning a possible workshop meeting of the Personnel committee prior to July 1st which would be held in room 2A (City Hall). A possible date for the meeting is Wednesday, June 12, 2024, at 4 p.m. but is dependent on the availability of the committee members to attend.

Future Agenda Items

Aldersperson Yager reviewed the list of future agenda items with the committee members.

Adjournment

At 4:48 p.m. Ames moved to adjourn. Second by Esposito. Motion carried by unanimous voice vote.

David Nord
City Administrator