



City of Lake Geneva, 626 Geneva St, Lake Geneva, WI 53147- 262.248.3673- www.cityoflakegeneva.gov

CITY OF LAKE GENEVA PERSONNEL COMMITTEE
MONDAY, AUGUST 5, 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 regular Personnel Committee minutes of July 1, 2024, and the Special Personnel Committee minutes of June 28, 2024, and July 23, 2024
5. Discussion/Update regarding the City Administrator Search
6. Discussion/Update regarding the City Clerk posting
7. Discussion regarding Committee Chair packet materials
8. Next Meeting Date & Time: Tuesday, September 3, 2024, at 4:00 pm (Monday, September 2, 2024, is Labor Day)
9. Future Agenda Items:
 - a. Committee Chair Packet
 - b. Continue to Review Job Descriptions
 - c. Review Committee Guidelines/Procedures for all Standing and Appointed Boards/Commissions (i.e. member voting rights, etc.)
 - d. Review Policy and Procedures Manuals
 - e. Handbook Discussion/Review
 - f. Set Schedule for Staff Evaluations

10. Adjournment

A quorum of the City Council may be present; however, no City Council action will be taken. Requests from persons with disabilities, who need assistance to participate in this meeting or hearing, should be made to the City Clerk's office in advance so the appropriate accommodations can be made.

CITY OF LAKE GENEVA, PERSONNEL COMMITTEE
MONDAY, JULY 1, 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

Motion to go into closed session pursuant to 1) Wis. Stat. 19.85(1)(e) Deliberating or negotiating or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.: Potential firms for recruitment and selection services for a Permanent City Administrator and/or an Interim City Administrator and 2) Wis. Stat. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility.: Potential candidates for an Interim City Administrator.

At 4:02 p.m. Alderperson Ames moved to go into closed session pursuant to Wisconsin State Statute 19.85(1)(e) and 19.85 (1)(c). to include the Comptroller, City Attorney, Alderperson Hoiland and the City Administrator, Comptroller, Second by Alderperson Frame.
A roll call vote was taken. Motion carried by unanimous roll call vote.

Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session

At 4:36 p.m. Alderperson Ames moved to return to open session. Second by Alderperson Esposito. A roll call vote was taken. Motion carried by unanimous roll call vote.

At 4:37 p.m. motion by Alderperson Fesenmaier to recommend to the Finance, Licensing and Registration committee and the City Council to pursue a contract for services for the selection and hiring of an interim City Administrator and the selection and hiring of a permanent City Administrator with GovTempUSA. Second by Alderperson Esposito. Motion carried by unanimous voice vote.

Adjournment

At 4:39 p.m. motion by Fesenmaier to adjourn. Second by Alderperson Esposito. Motion carried by unanimous voice vote.

David Nord
City Administrator

CITY OF LAKE GENEVA SPECIAL PERSONNEL COMMITTEE MINUTES
FRIDAY, JUNE 28, 2024 - 11:15 AM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

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

Meeting called to order by Chairperson Yager
Chairperson Yager called the meeting to order at 11:15 am.

Roll Call
Present: Yager, Ames, Fesenmaier, Frame, Esposito
Absent: None

Review of Process for Interviews
Chairperson Yager gave an introduction to the review process for the interviews and a timeline for selection.

Motion to go into closed session pursuant to Wis. Stat. 19.85(1)(e) Deliberating or negotiating or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.: Interviews and negotiations with potential firms for recruitment and selection services for the City Administrator Position

11:30: GovHR/GovTemps, Mike Earl, Senior Vice President

11:45 am: PAA, Dave Bretl, Vice President

12:00 pm: WCMA/ICMA, Linda Kutchenriter, WCMA Senior Advisor
Motion by Frame to go into closed session including the Comptroller, City Administrator, City Attorney, Alderperson Hoiland, and Deputy Clerk Jahns, second by Ames.
Motion passed 5-0 on a roll call vote. The Committee went into closed session at 11:21 am.

Motion to return to open session pursuant to Wis. Stat. 19.85(2) and take action on any items discussed in closed session

Motion by Frame to return to open session, second by Ames.
Motion carried 5-0 on a roll call vote.
The Committee returned to open session at 12:31 pm.

Adjournment
Motion by Frame to adjourn, second by Ames.
No discussion. Motion carried 5-0.
The meeting adjourned at 12:32 pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns
Deputy Clerk

CITY OF LAKE GENEVA PERSONNEL COMMITTEE MINUTES
TUESDAY, JULY 23, 2024 - 4:30 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)

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

Meeting called to order by Chairperson Yager
Chairperson Yager called the meeting to order at 4:30 pm.

Roll Call
Present: Yager, Ames, Esposito, Fesenmaier, Frame

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

Discussion/Recommendation regarding the City of Lake Geneva Organizational Chart
Alderperson Yager explained the proposed changes to the Organizational Chart, highlighting changes to the Parks & Recreation Department including the addition of a new Parks & Recreation Director, placing the Cemetery Sexton under the direction of the Parks & Recreation Director, and the alignment of the Front Counter Clerks and City Forester.

Discussion followed on the alignment of various positions, the Parks & Recreation Department, and a Parks Superintendent vs a Parks Director.

Motion by Frame to for the Parking Manger to remain under the Supervision of the City Administrator, second by Fesenmaier.
Motion carried 5-0 on a voice vote.

Motion by Fesenmaier to add a Parks Director under the supervision of the City Administrator, second by Ames.
Discussion followed on qualifications and a job description.
Motion carried 5-0 on a voice vote.

Motion by Fesenmaier to move the Cemetery Operation and the Sexton to be under the supervision of the Parks Director, second by Ames.
Motion carried 5-0 on a voice vote.

Motion by Fesenmaier to move the Arborist Lead to be under the supervision of the Parks Director, second by Frame.
Motion carried 5-0 on a voice vote.

Motion by Fesenmaier to continue the chart organizational chart to the next meeting and to carry over the previous motions, second by Ames.
Motion carried 5-0 on a 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: Potential candidates for an Interim City Administrator
Motion by Fesenmaier to go into closed session to include the City Attorney Draper, Alderman Hoiland, Mayor Krause, and Deputy Clerk Jahns, second by Ames.
Motion carried 5-0 on a roll call vote.

The Committee went into closed session at 5:00pm.

Motion to return to open session pursuant to Wisconsin Statutes 19.85(2) and take action on any items discussed in closed session

Motion by Ames to return to open session, second by Frame.

Motion carried 5-0 on a roll call vote.

The Committee returned to open session at 6:28 pm.

Motion by Ames to offer the position of interim City Administrator to Dave De Angelis, second by Esposito.

Motion carried 5-0 on a voice vote.

Adjournment

Motion by Ames to adjourn, second by Frame.

No discussion. Motion carried 5-0 on a voice vote.

The Committee adjourned at 6:30 pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns
Deputy City Clerk

Board, Committee, Commission APPLICATION

Date: _____ Aldermanic District: _____

Last name: _____ First name: _____

Residential street address: _____

Email Address: _____ Phone number: _____

Check up to THREE committees on which you would like to serve:

☐

Avian

☐

Plan Commission

☐

Cemetery

☐

Police and Fire Commission

☐

Geneva Lake Envir. Agency

☐

Tourism

☐

Historic Preservation

☐

Tree

☐

Library

☐

Utility Commission

☐

Park Board

☐

Zoning Board of Appeals

Qualifications for appointment:

Explain any previous or current Public Service or Civic Involvement:

Please return by email to cityclerk@cityoflakegeneva.gov or drop off at City Hall, 636 Geneva Street.

Application valid up to two years after date received below.

Date Received/Staff Initials:

Date:

Dear _____

Welcome to the City of Lake Geneva _____ .

Thank you for accepting this committee appointment and for your dedication to this committee in attending and reading materials to be prepared for meetings.

Your term expires on _____. You will be contacted before that date to determine your reappointment status.

Meeting agendas and packets materials will be available online at the City's website at least 5 days prior to your meeting, so you have time to prepare. Please feel free to contact the City Administrator, Chair, or Mayor with questions.

You have been given paper copies the documents below to ensure you are adequately prepared for recommendations:

☐

Budget pages

☐

Ordinance

Adopted Documents:

☐

Comprehensive Master Plan (year _____)

☐

Park and Open Space Plan (year _____)

☐

Bicycle and Pedestrian Plan (year _____)

Other –

Sincerely,

City of Lake Geneva Mayor

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