



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

**PERSONNEL COMMITTEE
MONDAY, OCTOBER 7, 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

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 Personnel Committee minutes from August 5, 2024, and September 4, 2024
5. Discussion/Update regarding the City Clerk hiring
6. Discussion/Update regarding the City Administrator Search
7. Discussion/Recommendation concerning the Parks Director position
8. Discussion regarding creation of Parks Director Job Description
9. Discussion regarding Committee Chair packet materials
10. Next meeting date & time: Monday, November 4, 2024 at 4:00pm in Conference Room 2A
11. Future Agenda Items:
 - Committee Chair Packet
 - Continue to Review Job Descriptions
 - Review Committee Guidelines/Procedures for all Standing and Appointed Boards/Commissions (member voting rights, etc)
 - Review Policy and Procedures Manuals
 - Handbook Discussion/Review
 - Set Schedule for Staff Evaluations

12. Adjournment

No official Council action will be taken; however, a quorum of the Council may be present. 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 MINUTES
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

Meeting called to order by Chairperson Yager
Chairperson Yager called the meeting to order at 4:00 pm.

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

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

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
Motion by Ames to approve, second by Fesenmaier.
No discussion. Motion carried 5-0 on a voice vote.

Discussion/Update regarding the City Clerk posting
Alderpersion Yager gave an update on the City Clerk posting and hiring process.
General discussion followed on the application, review process, interview process, and hiring process.
Yager explained the Committee would be involved in reviewing the finalists.
Clarification is requested about who is involved in the review process; Yager explained that the Mayor, Administrator, Finance Director, Deputy Clerk, and HR Specialist would be involved in initial review of submitted applications.

Discussion regarding Committee Chair packet materials
Yager introduced proposed documents for new committee members and explained the goal is to have a resource for Committee Chairs with various materials.
The Committee/Board/Commission Application was discussed first. Members voiced support in keeping the form simple, and discussed how to convey City residency requirements.

The Committee paused discussion on this item to move to Discussion/Update regarding the City Administrator Search.

Discussion/Update regarding the City Administrator Search
Lee Szymborski from Gov USA gave an update on the search for the City Administrator, including an overview of the process, potential timelines, development of the position announcement and recruitment effort, and candidate review.
Discussion followed between Mr. Szymborski and the Committee members covering plans for initial stakeholder meetings.

Discussion regarding Committee Chair packet materials
Discussion returned to the packet materials and a possible welcome letter for new committee members.
Yager opened the topic for suggestions and spoke about paper vs digital copies of requested documents.
Discussion followed covering topics including cost consideration to the City and volunteer resident committee members for printed documents, distribution of resource materials at the first meeting after each spring election, training programs for committee members, and contact information for committee members.
Different suggestions on how to obtain committee member contact information are discussed regarding if this

should be included on the application or the welcome letter.

Discussion followed on a Roberts Rules of Order help sheet document which would help Chairpersons with running a meeting.

Yager introduced the Secretary's minute document.

Interim City Administrator DeAngelis suggested changes to the review process.

Discussion followed on the agenda timeline with Fesenmaier suggesting that the minutes be turned in within a week after the meeting.

Suggestions are discussed on how to incorporate and facilitate changes to the agenda timeline policy. The City Administrator will work on getting the policy updated to reflect suggested changes.

Content of minutes discussed regarding pro or con statements being used for clarification, signature of secretary being noted, and consistency across boards and committees pertaining to officers.

Next Meeting Date & Time: Tuesday, September 3, 2024, at 4:00 pm (Monday, September 2, 2024, is Labor Day)

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**

Adjournment

Motion by Ames to adjourn, second by Esposito.

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

The Committee adjourned at 5:15pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns
Deputy City Clerk

CITY OF LAKE GENEVA PERSONNEL COMMITTEE MINUTES
WEDNESDAY, SEPTEMBER 4, 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

Meeting called to order by Chairperson Yager
Chairperson Yager called the meeting to order at 5:30 pm.

Roll Call
Present: Yager, Ames, Fesenmaier, Frame, 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 Wisconsin Statutes 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: Interviewing Candidates for the City Clerk position

Motion by Ames to go into closed session and to include Mayor Krause, second by Frame.
Motion carried 5-0 on a roll call vote.
The Committee went into closed session at 5:38 pm.

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 Esposito.
Motion carried 5-0 on a roll call vote.

Motion by Ames to recommend to approve Lacey Reynolds to be hired as the City Clerk pending an offer, second by Esposito.
Motion carried 5-0 on a voice vote.

Adjournment
Motion by Fesenmaier to adjourn, second by Ames.
Motion carried 5-0 on a voice vote.

The meeting adjourned at 6:19 pm.

These minutes are unofficial until approved by the Committee.

Vanessa Jahns
Deputy City Clerk



Parks/Facilities Superintendent

FSLA Classification: Exempt

Salary Grade: J

Reports to: Director of Public Works

Job Summary

The Parks/Facilities Superintendent is an administrative role in the management and operation of the Parks Division within the Department of Public Works (DPW). This position serves as the representative of the Parks and Recreation Division to the Park Board and its subsidiaries - the Tree Board, the Avian Committee, and the Cemetery Board and is responsible for the growth and vision of the division.

Essential Functions:

- Oversee/Administer the planning, development, and effectiveness of new and existing City park land.
- Assist the Public Works Director with the annual budget including funds and asset tracking.
- Assist the Public Works Director with development, administration, and operation of capital improvement projects acting as the representative of the Parks Division.
- Work with The Park Board, the Tree Board, and the Avian Committee to manage the Tree City and Bird City statuses.
- Act as Park Division liaison to:
 - The City Council
 - Other City Departments and Commissions
 - Local Civic and Church Organizationsin order to coordinate park and recreational activities and event planning within and around the city.
- Develop and manage unique recreational activities with special attention to indoor and outdoor activities for seniors and persons with special needs.
- Develop and maintain a catalog, both hard copy and online, notifying the public of recreational offerings.
- Coordinate with the City Clerk's office and the DPW Administrative Assistant regarding Park Permits, Shelter Reservations and Tree & Bench Donations.
- Research, pursue, and draft applications for grant opportunities as well as revenue and additional funding opportunities concerning parks and recreation.
- Prepare and maintain required reports for Wisconsin Department of Natural Resources, City of Lake Geneva, etc.
- Prepare or assist in preparing necessary documents and notices for meetings, coordinating with other City departments.
- Provide exemplary customer service by responding to requests, concerns, and/or comments in a timely manner.
- Manage the office for the Parks Division; keeping all files up to date, both physical and digital; requisition supplies, equipment, and services as needed.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled at establishing and maintaining cooperative relationships with employees and citizens.
- Ability to problem solve and deal with a variety of situations where only limited standardization may exist.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form while making decisions in accordance with City rules, regulations, and policies.
- Knowledge of ADA compliance
- Excellent oral and written communication skills with both employees and customers.
- Must have highly developed organization and prioritization skills to meet the needs of customers and park operations.
- Must be able to carry out various administrative and clerical duties with little supervision using time and resources effectively.

- Knowledge of various business computer hardware and software. And ability to learn and become proficient in new software applications.
- Adaptable to a fluid and dynamic work environment.
- Strong attention to detail, prompt, and dependable.

EXPERIENCE/TRAINING DESIRED

- Bachelor's Degree in Parks and Recreation Management, Public Administration, or a closely related field is preferred.
 - Combinations of training/education and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Five years of supervisory experience in a public works setting, preferably in the area of parks and/or community-based recreation programs.
- At least two years of professional managerial experience involving budgeting, program planning & development, and comprehensive supervisory responsibilities.
- Combinations of training/education and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Experience in accounting or financial management, business administration or management, related field.
- Experience in or ability to learn GIS software applications.
- Proficiency in a variety of computer programs including: Microsoft Office, Google Calendar, Zoom, Teams, FareHarbor, and other related software.

ADDITIONAL SCOPE OF WORK

- The work of the DPW Parks/Facilities Superintendent is performed primarily in an office setting with casual work in a field setting. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods of time.
- Must be able to lift and move up to 35 pounds. Must have simple grasping and hand-eye coordination to handle or operate objects, tools, controls, and office equipment.
- Must be able to communicate effectively with a wide spectrum of society on the telephone, in person, and via electronic platforms. Must be able to communicate well with vendors.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to visit shop environments that include noxious fumes, loud noise levels, and hazardous areas which may require PPE.
- Must be able to work well and interact with various City Departments to provide knowledge and support.
- Work outside of normal business hours for attendance at related meetings is required. Infrequent overnight travel may be required for training and/or continuing education.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

Parks Director

Department: Parks and Recreation Department

FLSA Status: Exempt

Reports to: City Administrator

Salary Grade: ?

General Definition of Work

The Parks Director, an administrative role, is responsible for performing a variety of complex professional and administrative work in planning, developing, maintaining, scheduling, and implementing year-around city wide parks and recreation programs and facilities.

Essential Duties and Responsibilities

General Duties-

- Serve as the Director of the Parks Department. Create the structure and conduct the planning, set up and implementation of the Parks Department. Develop the daily functions of the department, and implementation of the future staff, and their roles, to serve all of the Parks within the city limits of Lake Geneva.
- Coordinate with The Department of Public Works the maintenance plans for each of the parks and the cemetery.
- Develop knowledge of Lake Geneva Permits, Ordinances, regulations, policies and rules by coordinating with the City Clerk, Lake Geneva PD, Public Works departments, and other Department Heads in City Hall.
- Serve as a Liaison with the City Citizen Committees with the Park goals: The Park Board, The Cemetery Board, The Tree Board, The Avian Committee. Assist and develop plans with the committees to maintain the City of Lake Geneva as the "Tree City" and "Bird City" statuses and any other related awards, titles or recognitions.
- Coordinate reports completed of Park studies and updates of Parks department for major decision-making purposes with the City Administrator and any other interested groups.
- Provide exemplary customer service by responding to requests, complaints, and/or comments in a timely manner.
- Manage the office for the Parks Division; keeping all files up to date, both physical and digital; requisition supplies, equipment, and services as needed.

Strategic and Long Range Planning-

- Provides Leadership, direction in the development of long- and short-range plans for department, interpret, gather, and prepare data for studies, reports and recommendations, coordinates department activities with other departments and agencies.
- Develops and reviews program areas, implements changes, develops new programs to Recreation and Park needs.
- Develops and coordinates with City Boards, Commissions and Committees, the YMCA, the School District, Community, and Organizations in the use of the Parks for future year-round programs, activities, and functions for children, adults, seniors, and those with disabilities for any activities at the parks.
- Develop and maintain a catalog notifying the public of recreational offerings.

- Develops, maintains, and implements a current Park and Recreation Master Plan.
- Develop a plan to implement an interest within the community to develop Parks and Recreation programs for the public, develop programs and brochures for Community Groups, arrange public contacts, give presentations to Citizen Groups, Visit Lake Geneva, Citizen Committees for the City, to Badger High School, Lake Geneva Middle Schools, and other organizations.
- Will oversee the future development of Park staff selection, job description development, performance duties, training, and complaints with HR.
- Develop future additional Parks Divisional supervisory areas (as the Parks department budget allows) such as future staff:
 - Parks Maintenance Supervisor; with Park Maintenance staff for duties of: parks mowing, landscaping, pruning, edging, trimming, maintaining equipment and structure.
 - Recreation Manager to create plans, assist with budget, maintenance schedules, contracts. Development of Recreation Coordinator; to organize the staff and volunteers for adult and youth programs involved with the evening and weekend programs.
 - Recreation and Community Events Programmer
 - Athletic Program Coordinator
 - Coordinator and Facility Maintenance Staff

Supervision-

- Supervise and manage the planning of any new park developments, playgrounds amenities, coordinate necessary resources for proper construction and maintenance of Park Facilities.

Budget-

- Responsible for the development and maintenance of the Parks department budget, initially utilizing coordination and guidance from the Comptroller and City Administrator.
- Develop and manage revenue of profit centers, operating to generate revenue for the use of the parks within the department.
- Research, pursue, and draft applications for grant opportunities
- Responsible for all Park assigned areas to perform cost control activities, monitor revenues, expenditures for fiscal control and prepare budget requests process with the Comptroller.

Knowledge, Skills and Abilities

- Skilled at establishing and maintaining cooperative relationships with employees and citizens.
- Ability to problem solve and deal with a variety of situations where only limited standardization may exist.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form while making decisions in accordance with City rules, regulations, and policies.
- Knowledge of ADA compliance.
- Excellent oral and written communication skills with both employees and customers.
- Must have highly developed organization and prioritization skills to meet the needs of customers and park operations.
- Must be able to carry out various administrative and clerical duties with little supervision using time and resources effectively.

- Knowledge of various business computer hardware and software. Ability to learn and become proficient in new software applications.
- Adaptable to a fluid and dynamic work environment.
- Strong attention to detail, prompt, and dependable.

Education and Experience

- Education: bachelor's degree in Parks Recreation Management, Public Administration, or a closely related field is preferred.
- Master's degree in Parks Recreation, Park and Resource Management, or Community Resources and Development, or closely related field is preferred.
- A minimum of five years of Park Director supervisory experience or related equivalent.
- At least two years of professional managerial experience involving budgeting, program planning and development, and comprehensive supervisory responsibilities.
- CPRP certification (Certified Park and Recreation Professional). Or must successfully obtain it within the first year of hire.
- Experience in or ability to learn GIS software applications.
- Proficiency in a variety of computer programs including: Microsoft Office, Google Calendar, Zoom, Teams, FareHarbor, and other related software.
- Experience in accounting or financial management, business administration or management, related fields.
- Familiarity with City ordinances, directories, State statutes, procedures, guidelines, and correspondence.
- Proven strong oral and written communication with various City Departments to provide knowledge and support. Proven ability to present to large groups.
- Must have a valid driver's license.

Physical Demands

- Ability to work evenings and weekends when necessary and when appropriate for attendances at park events, meetings, training, and continuing education.
- The work of the Parks Director is performed primarily in an office setting with casual work in a field setting. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods of time.
- Must be able to lift and move up to 35 pounds. Must have simple grasping and hand-eye coordination to handle or operate objects, tools, controls, and office equipment.
- Must be able to communicate effectively with a wide spectrum of society on the telephone, in person, and via electronic platforms. Must be able to communicate well with vendors.

- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Must be able to visit shop environments that include noxious fumes, loud noise levels, and hazardous areas which may require PPE.
- Must be able to work well and interact with various City Departments to provide knowledge and support.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

DRAFT

Board, Committee, Commission
Resident 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 Committee | ☐ Plan Commission |
| ☐ Board of Park Commissioners | ☐ Police and Fire Commission |
| ☐ Cemetery Board | ☐ Tourism Commission |
| ☐ Geneva Lake Environmental Agency | ☐ Tree Board |
| ☐ Historic Preservation Commission | ☐ Utility Commission |
| ☐ Library Board | ☐ Zoning Board of Appeals |

Qualifications for appointment:

Explain any previous or current Public Service or Civic Involvement:

References: Provide names and phone numbers of two residents:

Please return by email to cityclerk@cityoflakegeneva.gov or drop off at City Hall, 626 Geneva Street.

Application valid up to two years after date received below.

Phone: 262-248-3673

Date Received/Staff Initials:

Distributed copies to: Mayor, Administrator, City Council

Appointment approved on:

Copy sent to applicable Committee Chair on:

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

COMMITTEE/BOARD OR COMMISSION CHAIRPERSON
MEETING DEVELOPMENT AND REFERENCE INFORMATION

CREATING YOUR AGENDA -

- Use the template (attached to this packet) or an electronic copy from the City Clerk
- Discuss with City Clerk process used for any special meetings, work days, or closed sessions
- Be sure agenda items include any unfinished business from prior meetings
- Include any new agenda items
- All items for the next meeting (agenda, minutes, and supporting documents) must be submitted to the City Clerk by no later than noon on Monday of the week prior to the next meeting
- Print off or send electronically a copy of the "Secretary's Minutes" page prior to the next meeting. Leave space underneath each agenda item so the secretary can record information directly underneath (see Secretary's Minutes information, attached)

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?
- Discussion?
- 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.

Agenda items will normally begin with the following words:

-Discussion or Update - No motion will be allowed. If only a discussion item, continue until you believe discussion should be stopped and continue to the next item number.

-Discussion/Recommendation or Action - A motion and second need to be made prior to discussion. **Ask:**

-Do I have a motion for item # ____.

-Do I have a second?

-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 the 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.).

-Approval - A motion and second need to be made prior to discussion. (see motion information above)

Future agenda items - 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 - Must be elected or appointed by committee

MINUTES MUST INCLUDE

- The kind of meeting being held..regular, special, etc.
- The name of committee
- 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
- Underline the motion and results
- Discussion record (no opinions, just main concepts/ideas)
- 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
- List of future agenda items
- 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 within a week after the meeting took place.

DRAFT 4-29-2024