

CITY OF LAKE GENEVA PERSONNEL COMMITTEE MINUTES
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

Meeting called to order by Chairperson Yager

Alderpersion Yager called the meeting to order at 4:30 pm.

Roll Call

Present: Yager, Ames, Esposito, Frame

Absent: Fesenmaier

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Approval of the Personnel Committee minutes from August 5, 2024, and September 4, 2024

Motion by Esposito to approve, second by Ames.

No discussion. Motion carried 4-0 on a voice vote.

Discussion/Update regarding the City Clerk hiring

Alderpersion Yager introduced new City Clerk Lacey Reynolds.

Discussion/Update regarding the City Administrator Search

Interim City Administrator DeAngelis spoke on the current status of the search, stating the application period closes this Friday, and there are over 30 applicatns.

Discussion/Recommendation concerning the Parks Director position

Yager introduced the item discussing the possible development of a Parks Director position that reports directly to the City Administrator.

Frame expressed support for creating the Parks Director position.

Motion by Frame to create a Parks Director position, second by Ames.

Esposito agreed with the discussion and supported

Motion carried 4-0 on a voice vote.

Discussion regarding creation of Parks Director Job Description

Yager introduced the draft job description for the Parks Director and spoke on the different community entities involved in the City's parks.

She highlighted specific points on the proposed job description that focused on community involvement and parks and recreation program development, and spoke about the next steps in the process.

Discussion followed between Committee members regarding the need for a Director instead of a Superintendent.

Ames and Frame made language change suggestions regarding the schools.

Esposito suggested including language that indicates the need for developing the position/department.

City Administrator DeAngelis suggested inclusion of special event coordination language, and suggested thinking about inclusion of the Riviera and the lakefront.

The draft job description will be given to the City Administrator for further development.

Discussion regarding Committee Chair packet materials

Yager introduced the drafts of the proposed documents.

She noted the Hillmoor Commission would need to be added under the Board/Committee/Commission list.

Yager gave an overview of the proposed welcome letter and other documents included in the potential welcome packet.

Discussion followed between the Committee members regarding the agenda item deadline.

Esposito suggested adding language stating that the minutes are the history of the committee.
Frame suggested not striking out the summaries from officers.
Esposito also suggested including an overview for general committee members who are not officers.
Frame suggested adding language stating that the committee members should come to meetings prepared.

Next meeting date & time: Monday, November 4, 2024 at 4:00pm in Conference Room 2A

The next meeting on November 4, 2024, will take place upstairs in Conference Room 2A.

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**

Adjournment

Motion by Ames to adjourn, second by Esposito.

No discussion. Motion carried 4-0 on a voice.