



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

**PERSONNEL COMMITTEE
MONDAY, FEBRUARY 3, 2025 - 4:00 PM
LAKE GENEVA CITY HALL; COUNCIL CHAMBERS (MAIN LEVEL)**

Members:

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

AGENDA

1. Call to Order
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from October 7, 2024
5. Discussion/Recommendation of the Building and Zoning Director job description
6. Discussion/Recommendation of the Parks Director job description
7. 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.

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, 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.



Memo

To: Personnel Committee

From: David De Angelis, Interim City Administrator

cc: Mayor

Date: January 30, 2025

Re: Proposed new job descriptions Building and Zoning Administrator, Parks Director

As you are all aware the Building and Zoning Administrator (BZA) and Parks Director positions have been vacant since fall of 2024. The original intention was to have the new administrator handle the hiring of these individuals once they started in the new year. As we have now entered the new year, and we are not anticipating anyone being on board until May it is my recommendation that we immediately start the search for the BZA so as to have someone on board prior to the start of the busy construction year. This is especially important as we will be starting the process for Symphony Bay phase 8, the Target remodel and of course the implementation of the new STR program. I am also recommending we start the review and discussion of the new position of Parks Director.

At this time, I have not completed my final changes to the Parks Director position description, but I will give everyone an update on Monday on where I am in the process.

For the BZA you will note a significant number of changes to the job description. I have put it into the new format the committee has identified and changed the central focus of the job from being a commercial building inspector with all of the certifications to someone with more of a planning and zoning focus. It has been my experience over the years that finding someone with all of those skills is extremely difficult, expensive and always leaves the planning and zoning portion with much less attention. By having someone with the planning and zoning skill set who can manage the building inspection staff and/or the contracted building inspection staff would place the City in a much more advantageous position going forward. This means the City would have someone on staff that is not only focused on the day to day administration but also maintaining, developing and advancing the City's vision generated through the comprehensive

plan and it up coming strategic plan. Having someone that can lead and be present for the residents and businesses of the community will help with the continuity of the message and the administration of our regulations.

I am asking for a positive recommendation to the Common Council on the attached job description.

If you have any questions prior to the meeting, please feel free to contact me.

Building and Zoning Administrator

Dept/Div: *Building and Zoning*

FLSA Status: *Non-Exempt*

General Definition of Work

This position is responsible for all zoning, planning and building inspection activities including reviewing plans, performing inspections, interpreting and enforcing zoning codes, community planning including development and redevelopment and maintaining the records of the department. This is a public facing position and is required to have regular interaction with citizens, builders, contractors, developers and is expected to attend public meetings as necessary. Performs difficult skilled technical work enforcing zoning ordinance and various environmental codes, inspecting properties, maintaining records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the City Administrator. Continuous supervision is exercised over Building and Zoning Administrative Assistant and building and zoning inspector.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Performs, plans, reviews and processes permits for commercial and residential construction.

General Duties

Supervises administrative assistant and building and zoning inspector

Schedules and performs inspections for commercial and residential construction.

Coordinates with Fire Inspector on commercial permits and inspections

Approves zoning permits and reviews.

Assists developers and the public with Zoning Code interpretation and Building Code interpretation.

Principal staff for Plan Commission, staffing meetings and creates agendas; reviews and assembles Plan Commission packets and submittals.

Principal staff for Board of Appeals meeting

Attends staff meetings and provides assistance to other departments as necessary

Maintains all records of the department and inspection

Strategic and Long Range Planning

Maintains the comprehensive plan

Reviews and processes all plans for development and redevelopment

Works with Lake Geneva agencies on business development and retention

Assists developers and the public with Zoning Code interpretation and Building Code interpretation.

Sets up Plan Commission meeting and creates agendas; reviews and assembles Plan Commission packets and submittals.

Sets up Board of Variance meeting.

Supervision

Supervises building and zoning clerk and building inspector(s)

Manages third party contracts for inspections, engineering and planning

Budget

Develop annual budget for department

Manage all department expenses

Other duties as may be required.

Knowledge, Skills and Abilities

Thorough knowledge of the building, zoning and related codes and of the appropriate methods of enforcement; thorough knowledge of current literature and recent developments in the field; thorough knowledge of building, construction principles and practices; thorough skill operating a personal computer and applicable hardware and software; ability to compute rates, ratios and percentages; ability to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with the City and other governmental officials, other agencies, associates and the general public; ability to be tactful in enforcing codes and ordinances.

Education and Experience

Bachelors degree in urban planning, public administration or associated field, Associates/Technical degree with coursework in building, structural, architectural, or related field ~~and extensive~~ experience in building review, inspection and zoning and 5 or more years of zoning and planning experience including supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking and sitting and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, ~~using of~~ using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Building and Zoning Administrator

Dept/Div: *Building and Zoning*

FLSA Status: ~~Non~~-Exempt

Special Requirements

~~Residential Construction and HVAC Certification~~

~~Commercial and Residential Plumbing Certification~~

~~Commercial Construction Certification~~

~~Residential Electrical Certification~~

Valid driver's license in the State of Wisconsin.

Last Revised: 1-2025~~6/5/2014~~

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Last Revised: 1-2025