



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

**PERSONNEL COMMITTEE
MONDAY, MARCH 3, 2025 - 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. 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 February 3, 2025
5. Discussion/Recommendation regarding the update on the Parks Director Job Description
6. Discussion/Recommendation regarding the review and update of staff job descriptions utilizing the approved Job Description Format
7. Discussion/Recommendation regarding Organizational Chart Updates
8. Discussion/Recommendation regarding changes needed in City Ordinance Sec. 2-49 (3)
9. Next meeting: April 7, 2025 - 4:00 pm
10. Future agenda items
11. 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, 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

Call to Order

by Chairperson Yager at 4:00 pm.

Roll Call

Present: Chairperson Cynthia Yager, Sherri Ames, Mary Jo Fesenmaier, Linda Frame, Peg Esposito. Others present: Interim City Administrator Dave DeAngelis, City Clerk Lacey L. Reynolds, Finance Director Laura Pisarcik, Mayor Todd Krause and other interested persons.

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

None.

Approval of the minutes from October 7, 2024

Motion by Ames to approve, second by Frame. Voice vote, approved, motion carried.

Discussion/Recommendation of the Building and Zoning Director job description

Interim City Administrator DeAngelis explained the job description and reasons for the updates. In the document, the position title will be changed to Building and Zoning Director and the special requirements section will be updated to valid driver's license, not WI driver's license. Motion by Ames to approve and send to Council, second by Fesenmaier. Voice vote, approved, motion carried.

Discussion/Recommendation of the Parks Director job description

Motion by Ames to continue this item to the next meeting, second by Frame. Voice vote, approved, motion carried.

Adjournment

Motion by Ames to adjourn, second by Esposito. Voice vote, approved, motion carried. Adjourned at 4:34 pm.

Lacey L. Reynolds
City Clerk



Memo

To: Personnel Committee

From: David De Angelis, Interim Administrator

cc: Mayor Krause

Date: February 24, 2025

Re: Parks Director

Please find attached to this memo the updated version of the job description for the Parks Director. This description includes comments and suggestions from staff regarding as well as some changes to the duties and responsibilities and span of control. The principal purpose of this position is one of primarily administrative functions across several areas of the city for the purpose of providing efficient and effective use of our parks, open spaces and facilities as well as hopefully implementing in the future recreational programming.

I have included the oversight of the cemetery administration, not the physical maintenance or operations which would remain with public works, moving forward. It is the intention that this individual would handle the paperwork and the public inquiries regarding the plots and provide planning and regulation oversight for the fund use and future projects. The day-to-day maintenance and interments would still be handled by public works and the sexton.

In addition, I have indicated that this position will become the coordinator for all special events within the city that involve city parks, streets or property. The main purpose for this is to have a one stop person for anyone requesting or putting on an event that can then shepherd them through the process and route the materials and coordinate the street event banners.

It is envisioned that this position will not have its own staff for the purpose of performing park or maintenance, which would not be cost effective, but would coordinate the needs of the parks and cemetery with public works who would staff and provide the equipment necessary for those tasks. It is important to note that as this position evolves and grows with the needs of the city

there may be a future need for an administrative assistant to help support the department, especially if recreational programs are put in place in the future.

It would be my estimation that it will take up to one year for this person to become familiar with the various responsibilities of the role before they are able to start pursuing recreational program opportunities. You may also wish to consider after this person has settled into the role you may wish to review if the harbormasters responsibilities, which includes oversight of the beach, piers, docks, buoy's and the Riveria, should perhaps be added to the parks department and add the harbormaster as a direct report to the Parks Director. This would put all of the recreational activities of the city under one department and one leader allowing for more coordinated management.

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

Parks Director

Department: Parks and Recreation Department

FLSA Status: Exempt

Reports to: City Administrator

Salary Grade: L

General Definition of Work

The Parks Director 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 as well as coordinating special events within the City.

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 Duties and Responsibilities

General Duties-

- Manage all parks and recreation activities in the City as they are developed and manage any staff which may be added to the department in the future.
- Work cooperatively with The Department of Public Works, which schedules and performs all the maintenance of the parks and the cemetery.
- Be the coordinator for all special events that require permitting through the city and manage the placement of street banners for events.
- Handle all administrative functions of the cemetery including public interactions, oversight of budget and planning and projects. Serve as a principal staff for 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 on 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-

- Provide Leadership and direction in the development of long- and short-range plans for the department.
- Interpret, gather, and prepare data for studies, reports and recommendations and coordinate department activities with other departments and agencies for any studies or plans.
- Develops and reviews new programs for Recreation and Park needs.
- Develops and coordinates with City Boards, Commissions and Committees, the YMCA, the School District, Community, and other organizations in the use of the Parks for future year-around 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 Park and Recreation Master Plan.

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 including program, operating and capital budgets. Research, pursue, and draft applications for grant opportunities

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 Recreation Management, Public Administration, or a closely related field is preferred.
- Master's degree in Recreation, Park and Resource Management, or Community Resources and Development, or closely related field is preferred.
- A minimum of five years of parks and recreation 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, META platforms, various social media platforms and other related software.
- Experience in financial management, business administration or management, related fields.
- Familiarity with City ordinances, State statutes, procedures, guidelines, and correspondence.
- Proven strong oral and written communication.. 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 both in an office setting with regular 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.

The City of Lake Geneva is an Equal Opportunity Employer.

Parks Director

Department: Parks and Recreation Department

FLSA Status: Exempt

Reports to: City Administrator

Salary Grade: L

General Definition of Work

The Parks Director 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 as well as coordinating special events within the City.

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 Duties and Responsibilities

General Duties-

- Manage all parks and recreation activities in the City as they are developed and manage any staff which may be added to the department in the future.
- Work cooperatively with The Department of Public Works, which schedules and performs all the maintenance of the parks and the cemetery.
- Be the coordinator for all special events that require permitting through the city and manage the placement of street banners for events.
- Handle all administrative functions of the cemetery including public interactions, oversight of budget and planning and projects. Serve as a principal staff for 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 on 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-

- Provide Leadership and direction in the development of long- and short-range plans for the department.
- Interpret, gather, and prepare data for studies, reports and recommendations and coordinate department activities with other departments and agencies for any studies or plans.
- Develops and reviews new programs for Recreation and Park needs.
- Develops and coordinates with City Boards, Commissions and Committees, the YMCA, the School District, Community, and other organizations in the use of the Parks for future year-around 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 Park and Recreation Master Plan.

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 including program, operating and capital budgets. Research, pursue, and draft applications for grant opportunities

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 Recreation Management, Public Administration, or a closely related field is preferred.
- Master's degree in Recreation, Park and Resource Management, or Community Resources and Development, or closely related field is preferred.
- A minimum of five years of parks and recreation 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, META platforms, various social media platforms and other related software.
- Experience in financial management, business administration or management, related fields.
- Familiarity with City ordinances, State statutes, procedures, guidelines, and correspondence.
- Proven strong oral and written communication.. 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 both in an office setting with regular 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.

The City of Lake Geneva is an Equal Opportunity Employer.

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

Alderpersion 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.

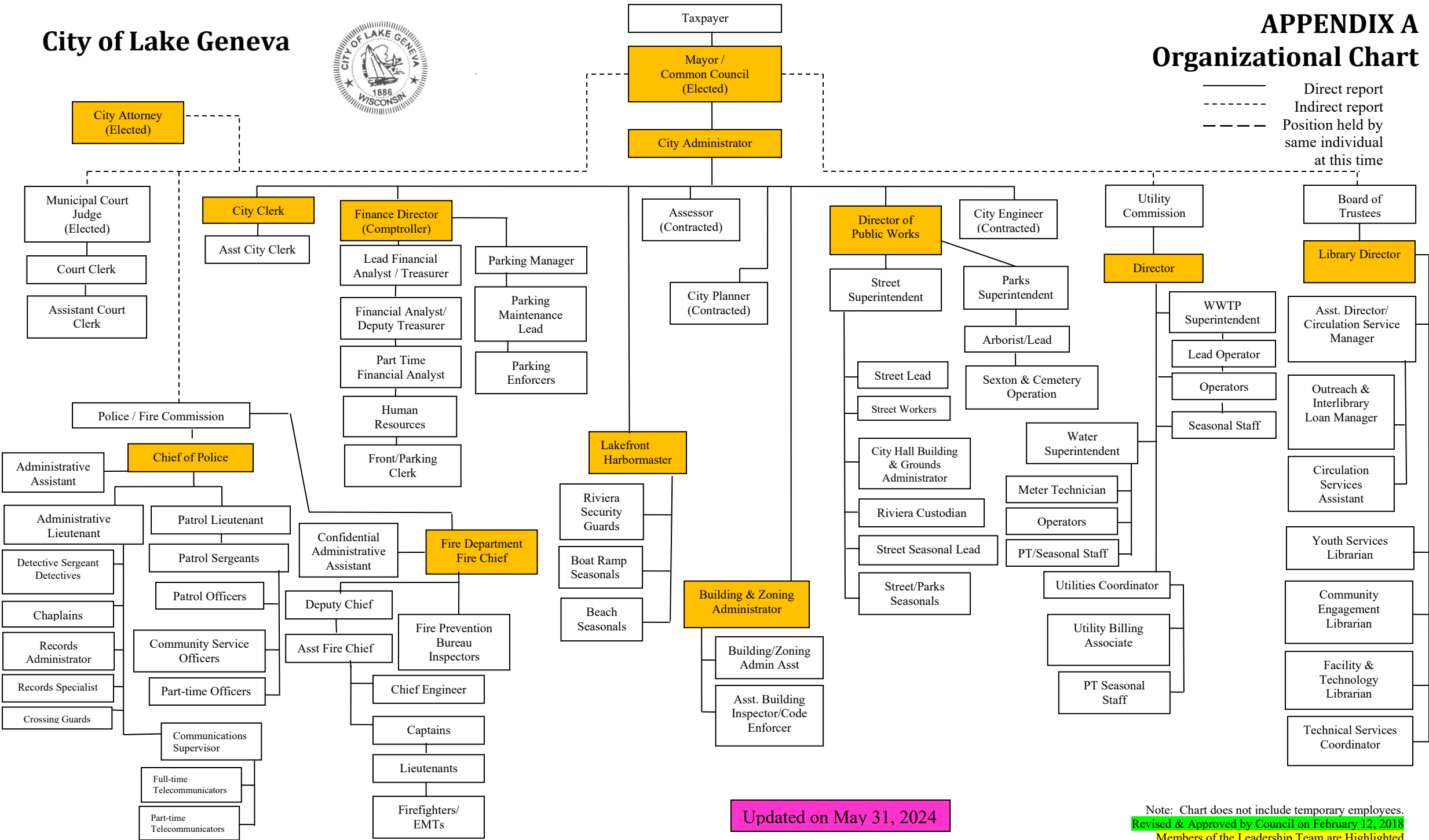
These minutes are unofficial until approved by the Committee.

Vanessa Jahns
Deputy City Clerk

City of Lake Geneva



APPENDIX A
Organizational Chart



Updated on May 31, 2024

Note: Chart does not include temporary employees.
Revised & Approved by Council on February 12, 2018
Members of the Leadership Team are Highlighted

Chapter 2. Administration

ARTICLE II. CITY COUNCIL

Sec. 2-49. Standing committees.

(3) Personnel Committee.

- a. The Committee shall be responsible for negotiating all employment contracts or agreements between the City of Lake Geneva and its employees, excepting only those employees who are specifically governed by another City committee or commission.
- b. The Committee shall make a recommendation to the City Council to accept or reject employee contract or agreement offers. The City Council shall have the sole power to accept or reject employee contracts or agreements by a majority vote.
- c. The Committee shall be responsible for periodic evaluations, semiannual and/or annual, of all City department heads except those governed by another City commission, committee, or official.
- d. The Committee shall be responsible for all disciplinary matters involving grievances, prohibitive practice complaints, work rule violations, contract violations, and other matters including discharge or separation for employment.
- e. The Committee shall be responsible for creating and recommending to the City Council job descriptions for all City employees (except police and fire), and such job descriptions shall be utilized when advertising for and evaluating potential new and current employees.
- f. The Committee will interview all prospective exempt employees and all appointed officials of the City that are appointed by the City Council as set forth in Section **2-3** of the Municipal Code of the City of Lake Geneva. City department heads are those individuals responsible for the oversight of particular functions and employees of the City. City department heads shall be given the authority to hire and terminate employees within their department, provided that any hiring is done without violating budgetary constraints placed on their departments and any terminating is done within the guidelines established by the City of Lake Geneva Employee Handbook.

[Added 5-24-2010 by Ord. No. 10-05; amended 11-28-2011 by Ord. No. 11-32; 9-22-2014 by Ord. No. 14-05]