



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

**PERSONNEL COMMITTEE
MONDAY, APRIL 7, 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 March 3, 2025
5. Discussion/Recommendation regarding the Parks Director Job Description
6. 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, 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

Call to Order

by Chairperson Yager at 4:00 pm.

Roll Call

Present: Cynthia Yager, Sherri Ames, Mary Jo Fesenmaier, Linda Frame, Peg Esposito. Others Present: Mayor Todd Krause, Alderperson Joel Hoiland, Interim City Administrator David De Angelis, City Clerk Lacey L. Reynolds and other interested persons.

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

Alderperson Joel Hoiland spoke regarding item 5 and Dennis Lozer wanted to speak about items not on the agenda. Dennis was directed to attend the Committee of the Whole to address the items.

Approval of the minutes from February 3, 2025

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

Discussion/Recommendation regarding the update on the Parks Director Job Description

Interim Administrator De Angelis explained the revisions in the job description. Discussion took place regarding adding a sustainable park plan according to the city's comprehensive plan and managing the parks website. The committee also requested the Tree Board, Avian Committee, Cemetery Board, Board of Park Commissioners and Piers, Harbor & Lakefront Committee review the job description and send comments back to the Personnel Committee. Motion by Fesenmaier to approve with additions, second by Ames. Voice vote, approved, motion carried.

Discussion/Recommendation regarding the review and update of staff job descriptions utilizing the approved Job Description Format

Discussion took place and the committee requested staff review and update their own job descriptions using the approved job description format. Job descriptions to be reviewed are the Finance Director, Public Works Director, Police Chief, Fire Chief, Utility Director and Library Director job descriptions. Motion by Fesenmaier to approve, second by Ames. Voice vote, approved, motion carried.

Discussion/Recommendation regarding Organizational Chart Updates

Discussion took place regarding multiple versions of the org chart. Changes were discussed, including moving the Parks Director to report to the City Administrator. Motion by Fesenmaier to continue to April 7, 2025 with changes discussed, second by Esposito. Voice vote, approved, motion carried.

Discussion/Recommendation regarding changes needed in City Ordinance Sec. 2-49 (3)

Motion by Ames to continue to April 7, 2025, second by Esposito. Voice vote, approved, motion carried.

Next meeting: April 7, 2025 - 4:00 pm

Future agenda items

Three items are being continued to April 7, 2025: item 5 - Parks Director Job Description, 7 - Organizational Chart updates & 8 - City Ordinance Sec. 2-49(3).

Adjournment

Motion by Ames to adjourn, second by Esposito. Voice vote, approved, motion carried. Adjourned at 5:00 pm.

Lacey L. Reynolds
City Clerk

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, Cemetery Board, Tree Board and 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 including the use of the City website, social media and other media.
- Develops, maintains, and implements a Park and Recreation Master Plan in conformance with the Comprehensive Plan.
- Reviews and considers all projects and programs for their sustainability.

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.