

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

Approved April 7, 2025