

**PERSONNEL COMMITTEE  
TUESDAY, OCTOBER 26, 2010, 4:00PM  
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Hartz at 4:00pm.

Roll Call. Present: Aldermen Hartz, Krohn and Tolar. Aldermen Mott and Krause arrived at 4:05pm. Also present: Administrator Jordan and Clerk Reale.

**Approval of Minutes of October 6, 2010 committee meeting**

Tolar/Krohn motion to approve minutes from the October 6, 2010 committee meeting, as prepared. Unanimously carried.

**Comments from the Public limited to 5 minutes** None.

**Discussion/Recommendation of Performance Review Procedure**

Chairman Hartz noted that City ordinances did not specify any particular procedure to be utilized by the Personnel Committee in conducting performance reviews. He proposed that the committee conduct a performance evaluation of the City Administrator within the next two weeks. Copies of a proposed job description and evaluation form were distributed to the Committee, with Chairman Hartz noting that the Committee was responsible for using the job description as the basis for conducting its evaluation of the City Administrator. He asked that the Committee members return the completed forms to him by November 9, and he would then compile the results for review and discussion by the Committee at its next scheduled meeting.

Krause/Tolar motion to approve the performance review procedure and evaluation form, as presented. Unanimously carried.

**Discussion/Recommendation of City Administrator job description**

Chairman Hartz asked the Committee members to review the draft job description, which had been compiled from those duties of the Administrator as provided in Chapter 2 of the Lake Geneva Municipal Code. Administrator Jordan noted that the Committee had reviewed this job description five months ago to ensure that it conformed to ordinances and accurately reflected the actual duties assumed by the position.

Tolar/Krause motion to accept the City Administrator job description for the purpose of conducting a performance evaluation of the incumbent. Unanimously carried.

**Discussion/Recommendation of City Administrator performance evaluation form**

Chairman Hartz noted that this item had already been approved as a part of the motion to adopt the performance review procedure.

Alderman Tolar inquired about the procedure for the evaluation of other City employees. He suggested that Administrator Jordan should continue to conduct the evaluations of the staff department heads, as he was in a position to be more familiar with the quality of their performance on a day-to-day basis. These evaluations would then be brought to the Personnel Committee for

review and input before being shared with the employee. The consensus of the committee was to continue that practice for the evaluation of the other City employees.

Tolar/Krause motion to adjourn at 4:16pm. Unanimously carried.

/s/ Jeremy A. Reale, City Clerk