

**PERSONNEL COMMITTEE
TUESDAY, MARCH 27, 2012 AT 2:00 P.M.
CITY HALL, CONFERENCE ROOM 2A**

The meeting was called to order by Chairman Hartz at 2:00 p.m.

Roll Call. Present: Aldermen Hartz, Kupsik and Mott. Absent: Aldermen Krohn and Krause (excused). Also present: Administrator Jordan.

Approval of Minutes of January 24, 2012 committee meeting

Kupsik/Mott motion to approve minutes from the January 24, 2012 committee meeting, as prepared. Unanimously carried.

Comments from the public limited to 5 minutes None.

Discussion/Recommendation on eliminating the elected Treasurer position and combining the Treasurer duties with the Deputy Clerk position

Chairman Hartz discussed the advantages for eliminating the elected Treasurer position and combining the duties with the Deputy Clerk position. The Personnel Committee recommended this change in November 2011, but the item had to wait 60 days for a different charter ordinance regarding appointed officials to pass. Chairman Hartz said the change would bring the City of Lake Geneva to the 21st century, as most other communities in Wisconsin have an appointed Treasurer as opposed to an elected individual. Kupsik/Mott motion to recommend directing the City Attorney to draft a charter ordinance to eliminate the elected Treasurer position and combine the Treasurer

Discussion/Recommendation on training materials for new aldermen

Copies of the training manual for new aldermen were distributed to Committee members. Administrator Jordan said the manual was put together last Spring as a guide to give to new Council members. He said the manual will be distributed to newly elected aldermen in April at a training session that will be held shortly after the election. The Committee agreed the current manual was a good tool to distribute and discuss with new aldermen.

Discussion/Recommendation to change the name of all parking meters and parking enforcement personnel to parking ambassadors with their current respective job titles

The Committee members agreed to not change the job titles at this time.

Discussion/Recommendation to add Working Foreman to City Organizational Chart under Street Department Superintendent

Chairman Hartz suggested the City add the Working Foreman position to the City Organizational Chart. Working Foreman has become a regular position in recent years. In the absence of the Streets Superintendent, the Working Foreman oversees the department. Mott/Kupsik motion to recommend adding the Working Foreman to the City Organizational Chart under the Street Department Superintendent. Unanimously carried.

Discussion of agenda items for next meeting

No particular items were identified for the next meeting.

Adjournment

Hartz/Kupsik motion to adjourn at 2:30 p.m. Unanimously carried.

Transcribed from notes.

/s/ Michael Hawes, City Clerk

**THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED
BY THE PERSONNEL COMMITTEE**