

**PERSONNEL COMMITTEE**  
**TUESDAY, JUNE 28, 2011, 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, Krause, Kupsik, and Mott. Also present: Administrator Jordan, Street Superintendent Carstensen, DPW Winkler, Utility Commission Office Manager Borkhuis, and City Clerk Reale.

**Approval of Minutes of June 9, 2011 committee meeting**

Kupsik/Krause motion to approve minutes from the June 9, 2011 committee meeting, as prepared. Unanimously carried.

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

**Discussion/Action on making DPW position formal and permanent on City organizational chart (*continued from 5/24/11*)**

Chairman Hartz stated that he would prefer to see the chart amended to include the DPW position as a permanent fixture within the City's organizational hierarchy, notwithstanding Mr. Winkler's current status as an employee of a component unit. He added that he believed it was important to address the issue now, to ensure that the City would be able to properly handle the employment of the Director of Public Works in the event that the current arrangement with the Utility Commission should be discontinued at some point in the future.

Krause/Kupsik motion to recommend an amendment to the City organizational chart to reflect the DPW position as a formal, permanent fixture on the chart.

Alderman Krohn sought confirmation that undertaking a change in the organizational chart would not have any bearing on the current arrangement between the City and the Utility Commission for Mr. Winkler's services as DPW. It was confirmed that it would not affect the current status; rather, it would simply provide a mechanism whereby the City could opt to pursue alternative approaches to filling the position in the future. During subsequent discussion, it was noted that Cemetery employees were similarly listed on the chart as non-permanent, employees of a component unit. DPW Winkler stated that these employees reported to the Cemetery Commission, although there was some discussion as to whom these employees directly reported on a daily basis. Discussion commenced as to whether this should be remedied to ensure that these employees were directly accountable within the permanent hierarchy of the City. This was to be added to the next committee agenda for further discussion and clarification.

Unanimously carried.

**Review of job descriptions for DPW, Street Superintendent, Building & Zoning Administrator, and Lakefront Harbormaster**

No action was taken with respect to this item, as it was mentioned that the job descriptions had last been updated in 2009. DPW Winkler had previously supplied the Personnel Committee with a job description for the DPW position; however, Chairman Hartz suggested that the description should

be reviewed to ensure that the responsibilities performed by the DPW were congruent with the needs of the City for that position. Administrator Jordan was directed to provide copies of the job descriptions for each of these employees to the members of the committee for review prior to the next meeting. Should any changes be recommended, the committee would discuss them at that time.

**Discussion/Recommendation to change Chapter 2, Article II, Sec. 2-49 of the Lake Geneva Municipal Code (continued from 5/24/11)**

Chairman Hartz discussed the fact that the duties of the Personnel Committee as prescribed in the ordinance did not adequately reflect the actual role of the committee with respect to the interview and recommendation process for prospective hires. City Attorney Draper was to report back to the committee with a memorandum on the subject, including a clarification of the committee's responsibilities and the statutory powers of the mayor with respect to the appointment of department heads.

Krause/Mott motion to continue this item to the next committee meeting. Unanimously carried.

**Discussion/Action on Handbook for New Elected and Appointed Officials (continued from 5/24/11)**

Chairman Hartz reported that, apart from the comments previously provided by Alderman O'Neill, no additional comments or suggestions had been received with respect to the document. He therefore recommended that the item be forwarded to Council for action.

Mott/Kupsik motion to forward to Council with recommendation for approval. Alderman Krause suggested that the handbook could be discussed at the July Committee of the Whole to solicit any additional input from the aldermen prior to the document being considered for approval. Unanimously carried.

**Discussion/Action on Personnel Policies (Chapter 7 of City Policy Manual) (continued from 5/24/11)**

City Clerk Reale confirmed that he had not received any additional suggestions from the aldermen since the previous rewrite of Chapter 7, as considered by the committee at its May meeting.

Krause/Kupsik motion to forward to Council with recommendation for approval. Motion carried by vote of 4 to 1, Alderman Mott opposed.

**Discussion/Action on Drug Testing Policy (continued from 5/24/11)**

Superintendent Carstensen provided an explanation of the pool process for drug testing of employees with CDLs. City Clerk Reale noted that the personnel policies incorporated into Chapter 7 of the City Policy Manual included a section on drug testing, which had been revised to reflect the changes recommended by Superintendent Carstensen. The City would be following the Department of Transportation standards for drug testing and such testing was specified only for employees holding CDLs, which would include all Street Department personnel.

There was subsequent discussion on the subject of drug testing procedures for other employees. Administrator Jordan noted that the City Administrator would have the authority to request that any employee suspected of drug or alcohol use in connection with their employment submit to testing. DPW Winkler stated that the City could move toward adopting a policy of drug testing for all employees; however, he cautioned that there would be a cost involved with those procedures. The

general consensus of the members of the committee was that these procedures needed to be spelled out in written form and incorporated into an employee handbook. Superintendent Carstensen added that the handbook should also include language about the consequences for refusal to submit to testing.

Krause/Mott motion to continue this item for further discussion at the next meeting. Unanimously carried.

**Report from City Administrator on Street Superintendent's successful completion of management seminar**

Superintendent Carstensen reported that he had completed a seminar on making a successful transition into management, which he had found to be very informative. He added that he had also purchased some educational reading materials from the seminar that he has made available to his employees.

**Adjournment**

Kupsik/Krause motion to adjourn at 4:44pm. Motion carried by vote of 4 to 1, Chairman Hartz opposed.

/s/ Jeremy A. Reale, City Clerk

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