

**PERSONNEL COMMITTEE
TUESDAY, AUGUST 30, 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, and Kupsik. Alderman Mott arrived at 4:11pm. Also present: Mayor Connors, Administrator Jordan, City Attorney Draper, and City Clerk Reale.

Approval of Minutes of July 26, 2011 committee meeting

Kupsik/Krohn motion to approve minutes from the July 26, 2011 committee meeting, as prepared. Unanimously carried.

Comments from the Public limited to 5 minutes None.

Review of applications/resumes for City Clerk position and possible recommendation for candidate interviews

Copies of all applications received by the August 26, 2011 deadline had been distributed to the members of the committee for review prior to the meeting. Following a discussion during which the members listed their preferred applicants, the committee decided to select the consensus top four applicants to be interviewed for the position. Administrator Jordan was directed to schedule interviews with the four selected candidates on September 15, 2011, beginning at 10:00am and concluding at approximately 2:00pm.

Discussion/Recommendation to change Chapter 2, Article II, Sec 2-49 of the Lake Geneva Municipal Code (*continued from 7/26/11*)

Following a review of the pertinent State statutes and local ordinances, City Attorney Draper recommended that Chapter 2 be amended to eliminate the positions of Street Superintendent, Building Inspector, and Zoning Administrator from the list of appointed officers of the City. It was noted that this change would have no effect upon the individuals holding those positions; it would simply clarify which City positions would be subject to the statutory appointment and removal procedures specified for "officers" under Wis. Stats. 17.12 and 17.16.

With respect to the appointment process for City officers, he noted that the ordinance presently provided for mayoral appointments, subject to the approval of Council. City Attorney Draper noted that statutes provided for four ways in which officers could assume their positions:

- 1) Appointment by the mayor
- 2) Appointment by the mayor, subject to Council approval
- 3) Appointment by the Council
- 4) Election by the voters

The consensus of the members of the committee was that the best way to depoliticize the process would be to amend City ordinances to provide for the appointment of officers by the Council, based upon the recommendation of the Personnel Committee. Alderman Krause noted that this would essentially codify the procedures already employed by the City in practice.

Krause/Mott motion to recommend amending Chapter 2 to specify that the appointment of City officers would be made by the Council, based upon the recommendation of the Personnel Committee. Unanimously carried.

Discussion/Recommendation on schedule for personnel evaluations

Administrator Jordan stated that personnel evaluations would be completed in September, and he would have the information available for the committee to review at its regular meeting in October.

During subsequent discussion, the committee decided to set its October meeting date for October 18, 2011 at 4:00pm. Alderman Krause noted that the 4:00pm time of committee meetings presented a scheduling conflict for him, and asked if the committee would consider a different hour at which hold its meetings. Following discussion, the consensus was to address possible options for meeting times at a later date.

Adjournment

Krause/Krohn motion to adjourn at 4:33pm. 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**