



Personnel Committee
Tuesday, August 14, 2018 – 6:30 PM
City Hall, Conference Room 2A (2nd Floor)

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

Agenda

1. Meeting called to order by Chairperson Proksa
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approve the Personnel Committee minutes from August 2, 2018, as prepared and distributed
5. Discussion/Recommendation regarding **Resolution 18-R57** identifying all Council approved changes throughout the year 2018 to the Pay Scale Grades, Pay Scales, and any title changes for Full-Time Non-Represented Employees
6. Discussion/Recommendation regarding **Resolution 18-R58** identifying all Council approved changes throughout the year 2018 to the Pay Scale Grades, Pay Scales, and any title changes for Part-Time Non-Represented Employees
7. **Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for:**
 - a. Interim City Administrator Position
 - b. Project manager for possible health insurance transition
8. **Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session**
9. Adjourn

*This is a meeting of the Personnel Committee.
No official Council action will be taken; however, a quorum of the Council may be present.*



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Tuesday, August 14, 2018 – 6:30 PM
City Hall, Conference Room 2A (2nd Floor)

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

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9. Adjourn

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Special Personnel Committee Meeting Minutes
Thursday, August 2, 2018 – 5:00 PM
City Hall, Conference Room 2A (2nd Floor)

Members: Chairperson Selena Proksa, John Halverson, Doug Skates, Cindy Flower, and Shari Straube

Chairperson Proksa called the meeting to order at 5:07 p.m.

Roll Call

Clerk Kropf called the roll and noted that four alderpersons were present with Straube being absent and excused. Others present included, Mayor Hartz, Clerk Kropf, and Alderperson Howell.

Comments from the public limited to 5 minutes, limited to items on this agenda

None

Presentation by potential search firms to recruit candidates to serve as interim City Administrator and permanent City Administrator for Lake Geneva

The first firm to present was Public Administration Services LLC with representative, Kevin Brunner. Brunner gave an overall presentation to the committee. He noted that of his clients, forty-five percent of them are municipal repeats and that most of the clients not all, are located in Wisconsin. He would work with the Mayor and Council to determine what they are looking for in a candidate. If the candidate that is appointed doesn't stay with the City for a full year, the firm will conduct another search for free. He added that the firm would prepare a video of the Mayor and potentially alders that would be placed on social media for recruitment. The firm would also place ads on several online sites such as ICMA, ILCMA, WCMA, and the League of Wisconsin Municipalities.

Once the firm has received several resumes, they will be given to the Mayor and Council to vet. The candidates will be given a tour of the community and will be able to informally meet with some of the City staff. Public Administrator Associates does offer emotional intelligence testing at an additional fee per applicant and administers reference questions to determine how coachable the candidates are.

Brunner added that the firm may be small, but its very effective. He added that there isn't a lot of overhead which keeps the costs to the municipality very minimal. He further stated that the company members consist of retired local government workers who want to simply give back to the communities. The overall time line for hiring an administrator would be approximately fifteen to sixteen weeks. The firm had already provided two candidates that could serve as the interim administrator when the City is able to choose one. This individual would work approximately 20-25 hours a week at \$70 per hour compensation. The total cost of the proposal would be \$9,300 plus additional cost between \$300-\$400 for mileage meals, etc. This overall cost does not include the emotional intelligence testing fees.

The second firm to present was GovHR with representative Lee Szyborski on the phone. He introduced himself to the committee and gave an overview of the proposal. He added that he had been involved with the selection of the last administrator back in 2015. His firm works for the public sector exclusively, so they understand how local governments need to operate when hiring a candidate. Lee stated that his firm would also post on the various online platforms and with the information gathered he would prepare a portfolio of qualified applicants.

Once several applicants had been chosen there would be a meet and greet with the department heads to gain their input. After a background check is completed and a candidate is selected, he would work with the City to develop an employment agreement. They would also have an interim on staff, that could be on boarded within two to three weeks, cost \$45 to \$50 an hour that would, and work three to four days a week. The interim would also not be involved with the recruitment and hiring of the permanent

administrator. The overall recruitment and hiring would take approximately five months and would cost \$19,500. Lee further added that the GovHR firm does offer a two year guarantee, where in the event that the administrator that was hired with the help of their firm would leave before two years of employment, they would conduct the search again free of charge.

Discussion/Action regarding recommending hiring a search firm to assist the City Council with hiring an interim and permanent City Administrator

The committee discussion included that all of the members felt more comfortable with Kevin Brunner and his firm, Public Administration Associates, LLC. Halverson added that he liked Brunner's idea of a promotional video and that he is local. Flower added that she was in favor of the additional testing they offer for emotional testing and coach-ability.

Motion by Halverson to recommend the selection of Public Administration Associates, LLC for the recruitment for the interim and permanent position of City Administrator, second by Flower. Motion carried 4-0.

Adjourn

Motion by Flower to adjourn the meeting, second by Skates. Motion carried 4-0. The meeting of the Personnel Committee adjourned at 6:21 p.m.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE

Resolution 18-R57

The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Full-time Non-Represented Employees for the 2018 Budget Year effective January 1, 2018:

Position	Assigned Pay Scale Grade	Grade Salary Range		
		Min	Mid	Max
Full Time Salaried Staff:				
City Administrator	21	85,100.45	97,865.52	110,630.59
Police Chief	19	75,739.10	87,099.97	98,460.83
Finance Director (Comptroller)	18	71,451.98	82,169.78	92,887.58
Director of Public Works	18	71,451.98	82,169.78	92,887.58
Police Administrative Lieutenant	17	67,407.53	77,518.66	87,629.79
Police Patrol Lieutenant	16	63,592.01	73,130.81	82,669.61
Building & Zoning Administrator	15	59,992.46	68,991.33	77,990.20
Police Sergeant*	14	56,596.66	65,086.16	73,575.66
City Clerk	13	53,393.08	61,402.04	69,411.00
Parking Manager	12	50,370.83	57,926.45	65,482.08
PD Communications Supervisor*	10	44,829.86	51,554.34	58,278.81
PD Data Systems Administrator*	7	37,640.01	43,286.01	48,932.02
PD Administrative Assistant*	7	37,640.01	43,286.01	48,932.02
PD Dispatchers*	6	35,509.45	40,835.86	46,162.28
PD Data Entry*	6	35,509.45	40,835.86	46,162.28
Full time Hourly Staff:				
Street Dept. Superintendent	14	27.2099	31.2914	35.3729
Lead Financial Analyst/Treasurer	11	22.8460	26.2729	29.6998
Human Resources/Benefits Specialist	11	22.8460	26.2729	29.6998
Street Dept. Arborist/Lead	11	22.8460	26.2729	29.6998
Street Dept. Lead	10	21.5528	24.7857	28.0187
Financial Analyst	9	20.3328	23.3828	26.4327
Financial Analyst/Deputy Treasurer	9	20.3328	23.3828	26.4327
Assistant City Clerk	9	20.3328	23.3828	26.4327
Cemetery Sexton	8	20.3328	23.3828	26.4327
Heavy Equipment Operators	8	20.3328	23.3828	26.4327
Equipment Operators	7	18.0962	20.8106	23.5250
Cemetery Equipment Operator	7	18.0962	20.8106	23.5250
Building & Grounds Administrator	7	18.0962	20.8106	23.5250
Municipal Court Clerk	7	18.0962	20.8106	23.5250
Custodian	6	17.0718	19.6326	22.1934
Street Dept. Laborer	6	17.0718	19.6326	22.1934
Janitor	5	16.1055	18.5213	20.9372
City Hall Front Counter Clerk	4	15.1939	17.4730	19.7521
Building & Zoning Clerk	4	15.1939	17.4730	19.7521

Approved per Offer Letter- May 2017

Approved by Council on 2/2/2018

Approved by Council on 2/2/2018

**Moved to Part-Time

Notes:

* Salaried Employees that receive Overtime. These changes are to refelect Council approved pay grade changes and or position changes that have occurred throughout the year 2018

Adopted this 13th day of August, 2018.

Resolution 18-R57

The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Full-time Non-Represented Employees for the 2018 Budget Year effective January 1, 2018:

Position	Assigned Pay Scale Grade	Grade Salary Range		
		Min	Mid	Max
Full Time Salaried Staff:				
City Administrator	21	85,100.45	97,865.52	110,630.59
Police Chief	19	75,739.10	87,099.97	98,460.83
Finance Director (Comptroller)	18	71,451.98	82,169.78	92,887.58
Director of Public Works	18	71,451.98	82,169.78	92,887.58
Police Administrative Lieutenant	17	67,407.53	77,518.66	87,629.79
Police Patrol Lieutenant	16	63,592.01	73,130.81	82,669.61
Building & Zoning Administrator	15	59,992.46	68,991.33	77,990.20
Police Sergeant*	14	56,596.66	65,086.16	73,575.66
City Clerk	13	53,393.08	61,402.04	69,411.00
Parking Manager	12	50,370.83	57,926.45	65,482.08
PD Communications Supervisor*	10	44,829.86	51,554.34	58,278.81
PD Data Systems Administrator*	7	37,640.01	43,286.01	48,932.02
PD Administrative Assistant*	7	37,640.01	43,286.01	48,932.02
PD Dispatchers*	6	35,509.45	40,835.86	46,162.28
PD Data Entry*	6	35,509.45	40,835.86	46,162.28
Full time Hourly Staff:				
Street Dept. Superintendent	14	27.2099	31.2914	35.3729
Lead Financial Analyst/Treasurer	11	22.8460	26.2729	29.6998
Human Resources/Benefits Specialist	11	22.8460	26.2729	29.6998
Street Dept. Arborist/Lead	11	22.8460	26.2729	29.6998
Street Dept. Lead	10	21.5528	24.7857	28.0187
Financial Analyst/Deputy Treasurer	9	20.3328	23.3828	26.4327
Assistant City Clerk	9	20.3328	23.3828	26.4327
Cemetery Sexton	8	20.3328	23.3828	26.4327
Heavy Equipment Operators	8	20.3328	23.3828	26.4327
Equipment Operators	7	18.0962	20.8106	23.5250
Cemetery Equipment Operator	7	18.0962	20.8106	23.5250
Building & Grounds Administrator	7	18.0962	20.8106	23.5250
Municipal Court Clerk	7	18.0962	20.8106	23.5250
Custodian	6	17.0718	19.6326	22.1934
Street Dept. Laborer	6	17.0718	19.6326	22.1934
Janitor	5	16.1055	18.5213	20.9372
City Hall Front Counter Clerk	4	15.1939	17.4730	19.7521
Building & Zoning Clerk	4	15.1939	17.4730	19.7521

Notes:

* Salaried Employees that receive Overtime. These changes are to reflect Council approved pay grade changes and or position changes that have occurred throughout the year 2018

Adopted this 13th day of August, 2018.

THOMAS HARTZ, Mayor

LANA KROPF, City Clerk

Resolution 18-R58

The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Part-time Non-Represented Employees for the 2018 Budget Year effective January 1, 2018:

Position	Assigned Pay Scale Grade	Grade Salary Range		
		Min	Mid	Max
Permanent Part-time Staff - Salaried:				
City Attorney - 60%*	22	54,123.89	62,242.47	70,361.05
City Judge - 15%*	20	12,042.52	13,848.89	15,655.27
Fire Chief - 50%	17	33,703.76	38,759.33	43,814.89
Deputy Fire Chief - 8%	12	4,029.67	4,634.12	5,238.57
Assistant Fire Chief - 5%	10	2,241.49	2,577.72	2,913.94
Emergency Mgmt Deputy Director - 30%	10	13,448.96	15,466.30	17,483.64
Permanent Part-time Staff - Hourly:				
PD Part time Patrol Officer	9	20.3328	23.3828	26.4327
Financial Analyst	9	20.3328	23.3828	26.4327
Harbormaster	7	18.0962	20.8106	23.5250
Assistant Building Inspector/Code Enforcement	7	18.0962	20.8106	23.5250
Benefits Clerk	7	18.0962	20.8106	23.5250
Code Enforcement Officer	5	16.1055	18.5213	20.9372
PD Reserves	5	16.1055	18.5213	20.9372
Part-time Dispatch	4	15.1939	17.4730	19.7521
FD Confidential Administrative Assistant	4	15.1939	17.4730	19.7521
Assistant Court Clerk	4	15.1939	17.4730	19.7521
City Hall Counter Clerk	4	15.1939	17.4730	19.7521
PD Booking Officer	3	14.3339	16.4839	18.6340
Parking Maintenance Lead	2	13.5225	15.5509	17.5793
Parking Enforcement	1	12.7571	14.6706	16.5842
Videographer	1	12.7571	14.6706	16.5842
City Hall Office Assistant	0.8	11.3538	13.0568	14.7599
Chief Inspector poll workers per hour	0.4	8.9932	10.3422	11.6912
Poll Workers per hour	0.2	8.0039	9.2045	10.4051
Seasonal Part-time - Hourly				
Beach Supervisor	1	12.7571	14.6706	16.5842
Street Seasonal Lead	1	12.7571	14.6706	16.5842
Asst Beach Supervisor	0.9	12.0350	13.8402	15.6455
Boat Launch Attendants	0.8	11.3538	13.0568	14.7599
Riviera Security Guards	0.8	11.3538	13.0568	14.7599
Street Seasonal	0.6	10.1048	11.6205	13.1362
Beach Attendants	0.5	9.5328	10.9628	12.3927
Crossing Guards	0.5	9.5328	10.9628	12.3927

Council approved February 2, 2018

Council approved June 11, 2018

Council approved February 2, 2018

Council approved June 11, 2018

Council approved February 2, 2018

Notes:

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 Adopted this 13th day of August, 2018.

THOMAS HARTZ, Mayor

LANA KROPF, City Clerk

Resolution 18-R58

The Common Council of the City of Lake Geneva hereby establishes the following Pay Scale Grades and Pay Scale for the following Part-time Non-Represented Employees for the 2018 Budget Year effective January 1, 2018:

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City Judge - 15%*	20	12,042.52	13,848.89	15,655.27
Fire Chief - 50%	17	33,703.76	38,759.33	43,814.89
Deputy Fire Chief - 8%	12	4,029.67	4,634.12	5,238.57
Assistant Fire Chief - 5%	10	2,241.49	2,577.72	2,913.94
Emergency Mgmt Deputy Director - 30%	10	13,448.96	15,466.30	17,483.64
Permanent Part-time Staff - Hourly:				
PD Part time Patrol Officer	9	20.3328	23.3828	26.4327
Financial Analyst	9	20.3328	23.3828	26.4327
Harbormaster	7	18.0962	20.8106	23.5250
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Part-time Dispatch	4	15.1939	17.4730	19.7521
FD Confidential Administrative Assistant	4	15.1939	17.4730	19.7521
Assistant Court Clerk	4	15.1939	17.4730	19.7521
City Hall Counter Clerk	4	15.1939	17.4730	19.7521
PD Booking Officer	3	14.3339	16.4839	18.6340
Parking Maintenance Lead	2	13.5225	15.5509	17.5793
Parking Enforcement	1	12.7571	14.6706	16.5842
Videographer	1	12.7571	14.6706	16.5842
Chief Inspector poll workers per hour	0.4	8.9932	10.3422	11.6912
Poll Workers per hour	0.2	8.0039	9.2045	10.4051
Seasonal Part-time - Hourly				
Beach Supervisor	1	12.7571	14.6706	16.5842
Street Seasonal Lead	1	12.7571	14.6706	16.5842
Asst Beach Supervisor	0.9	12.0350	13.8402	15.6455
Boat Launch Attendants	0.8	11.3538	13.0568	14.7599
Riviera Security Guards	0.8	11.3538	13.0568	14.7599
Street Seasonal	0.6	10.1048	11.6205	13.1362
Beach Attendants	0.5	9.5328	10.9628	12.3927
Crossing Guards	0.5	9.5328	10.9628	12.3927

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THOMAS HARTZ, Mayor

LANA KROPF, City Clerk