



PERSONNEL COMMITTEE- AMENDED
TUESDAY, OCTOBER 2, 2018 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

Agenda

Amended with
Correct Date

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 September 4, 2018, as prepared and distributed
5. Discussion/Recommendation regarding City Hall Front Counter Position Wage Grade and Wage Scale
6. 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.*

9/28/2018

cc: Aldermen, Mayor, Administrator, Attorney, Media

Personnel Committee Minutes
Tuesday, September 4, 2018 – 4:30 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 4:31 p.m.

Roll Call

Clerk Kropf called the roll and noted that four alderpersons were present with Skates being absent. Others present included: Mayor Hartz, Alderperson Hedlund, Alderperson Howell, Interim City Administrator Berner, and City Clerk Kropf

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

None

Approve the Personnel Committee minutes from August 14, 2018, as prepared and distributed

Motion by Halverson to approve the minutes of the August 14, 2018 meeting, second by Straube. No discussion. Motion carried 4-0.

Update on Recruitment process for the position of City Administrator

Interim Administrator Berner addressed the committee regarding the recruitment process for the position of City Administrator. He stated that the ad had been placed on several sites and has had a very positive response. Kevin Brunner (the manager of the recruitment firm hired to find a replacement) identified to Berner that they have received about twelve responses so far. The video ad is currently on hold, and should be available soon. He noted that everything is on schedule. No action taken.

Update on status of City Health Insurance Plan Options

Berner stated that he has been working on the City's health insurance plan and that he met with Matt Chadwick from Cottingham and Butler. Several options are still being reviewed and that figures should be available within the next couple of weeks. He added that the City will have a tight timeline to determine which plan to move forward with, as a decision needs to be made prior to the budget being adopted. Hedlund voiced his concerns with giving the employees enough time to be educated on this matter and make a good decision. Proksa would like a meeting with the City staff after the proposed joint meeting of the personnel committee and finance committee. No action.

Discussion/Recommendation to schedule a Joint Meeting of the Personnel Committee and the Finance, Licensing, and Regulation Committee for September 18, 2018 at 6:00 p.m.

Motion by Flower to approve the scheduling of a joint meeting of the Personnel Committee and the Finance, Licensing, and Regulation Committee for September 18, 2018 at 6:00 p.m., second by Straube. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding updated language to the City of Lake Geneva Employee Handbook regarding full-time and part-time Department of Public Works employee residency requirements

Motion by Flower to approve, second by Halverson. No discussion. Motion carried 4-0.

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: Assistant City Clerk

Motion by Flower to convene the Personnel Committee into closed session, second by Halverson. To include Mayor Hartz, Alderperson Hedlund, Alderperson Howell, Interim City Administrator Berner,

and City Clerk Kropf. Motion carried 4-0. The Personnel Committee convened into closed session at 4:53 p.m.

Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session

Motion by Flower to reconvene the Personnel Committee into open session, second by Halverson.

Motion carried on a roll call vote 4-0. The Personnel Committee reconvened into open session at 5:16 p.m.

Motion by Flower to approve as discussed in closed session, second by Straube. Motion carried 4-0.

Adjourn

Motion by Flower to adjourn the meeting, second by Straube. Motion carried 4-0. The meeting of the Personnel Committee adjourned at 5:17 p.m.

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/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 27th 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
Assisstant Building Inspector/Code Enforcement	7	18.0962	20.8106	23.5250
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
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

Notes:

* These changes are to refelect Council approved pay grade changes and or position changes that have occurred throughout the year 2018
 Adopted this 27th day of August, 2018.

 THOMAS HARTZ, Mayor

 LANA KROPF, City Clerk