



Personnel Committee
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

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 14, 2018, as prepared and distributed
5. Update on Recruitment process for the position of City Administrator
6. Update on status of City Health Insurance Plan Options
7. 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.
8. Discussion/Recommendation regarding updated language to City of Lake Geneva Employee Handbook regarding full-time and part-time Department of Public Works employee residency requirements
9. **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. Assistant City Clerk
10. **Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session**
11. 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.*

Personnel Committee Minutes
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

The Special Personnel Committee meeting was called to order by Chairperson Proksa at 6:30 p.m.

Roll Call

Present: Proksa, Halverson, Skates, Flower, and Straube

Others Present: Mayor Hartz

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

None

Approve the Personnel Committee minutes from August 2, 2018, as prepared and distributed
Motion by Skates to approve, second by Straube. No discussion. Motion carried 5-0.

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

Mayor Hartz identified that these are changes that had been approved by the Council throughout the year, but the resolution needed to be updated to reflect those changes.

Motion by Flower to approve Resolution 18-R57, second by Skates. Motion carried 5-0.

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

Mayor Hartz noted that this is the same as the previous item, but for the part-time employees. He added that within the budget goals for 2019 these numbers will not be used, but rather all non-management staff will receive an automatic 1% raise with the possibility to receive an additional 2% upon a favorable evaluation.

Motion by Halverson to approve, second by Skates. Motion carried 4-0, with Flower abstaining.

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; Interim City Administrator Position and Project manager for possible health insurance transition

Motion by Skates to convene the Personnel Committee into closed session and to include Mayor Hartz, and Alderpersons Howell and Dunn, second by Straube. Motion carried on a roll call vote 5-0. The Committee convened into closed session at 6:39 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

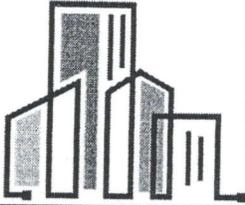
Motion by Skates to reconvene the Personnel Committee into open session, second by Halverson.
Motion carried on a roll call vote 5-0. The Personnel Committee reconvened at 9:18 p.m.

Motion by Skates to hire David Berner as the interim City Administrator under the accepted terms of the agreement with Public Administration Associated, LLC as discussed in closed session, second by Straube. Motion carried 5-0.

Adjourn

Motion by Skates to adjourn, second by Halverson. Motion carried 5-0. The meeting of the Personnel Committee adjourned at 9:21 p.m.

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE



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Schedule for Lake Geneva City Administrator Recruitment Process

- 8/27-8/29**-Position Announcement Postings Made
- 9/5**-Video Position Announcement Posted on Social Media
- 9/24**-Application Materials Due to PAA
- 9/27**-Confidential Applicant Mini-Resumes/Candidate Report Sent to Mayor/City Council for Review
- 10/1**-Special City Council Meeting to Review Mini-Resumes and Selection of 6-10 Semi-Finalists (Closed Session)
- 10/2-10/16**-Semi-Finalists Prepare Video Interviews and PAA Conducts Semi-Finalist Reference Reviews
- 10/22**-Mayor/City Council Meeting to Review Candidate Video Interviews/Reference Reports and Select Finalists (Closed Session)
- 10/23**(Day after Mayor/City Council Selects Finalists)-Finalists Notified
- 11/2-11/3**-Finalists Come to Lake Geneva for Interviews with Mayor/City Council and other Scheduled Activities
- 11/12**-City Council Approves Contract with New City Administrator
- 12/10**-Approximate Start Date for New City Administrator (Assumes 30 Day Notice to Current Employer)

CITY OF LAKE GENEVA

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Memorandum

Date: August 30, 2018
To: Finance License & Regulation Committee and Personnel Committee
From: Dave Berner, Interim City Administrator
Subject: Health Insurance – FLR and PC Joint meeting

On Monday August 27th I held a meeting with Matthew Chadwick and Bill Schwarzenbart of Cottingham & Butler that included the Mayor and staff. The purpose of our meeting was to get a status report concerning their progress in reviewing and analyzing best options for providing health insurance for the City of Lake Geneva. Mr. Chadwick did a nice job of explaining the options being considered and possible timelines involved in having all the information together for the Council to make an informed decision.

I'm requesting the Finance License & Regulation Committee and Personnel Committee call for a special meeting on September 18th at 5pm with the City's health insurance consultant, Matthew Chadwick to review said options in detail for eventual determination and recommendation by your respective committee's to the Common Council that hopefully can be accomplished before adoption of the 2019 Budget.



relationship other than employment "at will" must be set forth in writing and executed by the Mayor and attested by the City Clerk.

203. Residency

The City Administrator is expected to become a resident of the City of Lake Geneva within six months following the date of appointment, unless this requirement is specifically waived or varied by ordinance or by contract authorized by the Common Council.

All other regular full-time and regular part-time ~~Street Department~~ **of Public Works** employees of the City shall reside within an area which includes the City of Lake Geneva. **Although the City does not require residency within the City limits, it is required that all regular full-time and regular part-time Department of Public Works employees reside within an one-hour response time from the Department of Public Works in the event of a snow fall or call out. and does not exceed a maximum distance of fifteen (15) miles from any limits of the City boundaries. Upon hire by the City, any new regular full-time or regular part-time Street Department employee shall have a period of one year to establish his or her residency in accordance with this policy.**

204. Access to Personnel Records

(Lexipol policy 1026)

204.1 PURPOSE AND SCOPE

This policy governs the maintenance, retention and access to personnel files.

204.2 POLICY

It is the policy of the City to maintain consistent employment records and preserve the confidentiality of personnel information contained in personnel files pursuant to state law (Wis. Stat. § 19.36(10)).

204.3 PERSONNEL FILES DEFINED

Definitions related to this policy include:

Personnel file - Any file, including a City, department, training, separately maintained medical file, containing information about an employee and maintained because of the employer - employee relationship, including a file relating to the performance of an employee.