



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- www.cityoflakegeneva.com

**PERSONNEL COMMITTEE
TUESDAY, AUGUST 6, 2019 – 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 Alderperson Skates
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approval of the minutes from the July 2, 2019 Personnel Committee Meeting
5. Discussion/Recommendation regarding permanent position of the Harbormaster
6. Discussion/Recommendation regarding Riviera Events Coordinator position
7. Discussion/Update regarding City Health Insurance
8. Discussion/Update regarding City Employer Clinic
9. Future Agenda Items
10. 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.*

cc: Aldermen, Mayor, Administrator, Attorney, Media

PERSONNEL COMMITTEE MINUTES
TUESDAY, JULY 2, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

Meeting called to order by Chairperson Proksa at 4:32 p.m.

Roll Call

Present: Proksa, Halverson, Skates, and Flower

Absent: Straube

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

None

Approval of the minutes from the June 4, 2019 Personnel Committee Meeting

Motion by Halverson to approve the minutes from June 4, 2019 Personnel Committee, second by Skates.
Motion carried 4-0.

Discussion/Recommendation regarding permanent position of the Harbormaster

Proksa reviewed the job description and noted that this position would now be under the direction of the Public Works Director versus the City Administrator. This position would also oversee the beach staff and would eliminate the beach managers. The committee discussed moving the bullet point regarding collecting slips/buoys to be included with the processing of rental forms as this is all inclusive. The committee discussed that the Harbormaster should attend all meetings of the Piers, Harbors, and Lakefront Committee. City Clerk Kropf noted that this position should also be required to obtain a notary to handle the residential affidavits. Flower indicated that there should be tasks added that include the oversight/management of cash disbursement for the beach. Mayor Hartz noted that “lakefront area” is referenced multiple times and that area should be identified. Committee discussion included on whether this position should be hourly or salaried. The committee asked for numbers for hourly wages and salaried wages to be brought back for consideration. No discussion.

Discussion/Possible Recommendation regarding need to hire additional Beach Staff to aid in restroom cleaning

Director of Public Works Earle stated that he feels that he can’t keep up with the demand that is necessary to keep the bathrooms clean. He noted that his staff has a lot of duties and that they can’t always keep the bathrooms in the condition that they should be. He would like to see approximately three employees at twenty hours a week to rotate and clean the bathrooms/maintain the grounds. He stated that this would be necessary primarily in the summer or when the beach is seeing the most attendance. The committee noted that there needs to be a review of the current beach staffing and it should be brought back to the committee for consideration.

Motion by Skates to direct staff to meet with the current beach manager to discuss staffing and duties and to report back to the committee, second by Halverson. Motion carried 4-0.

Discussion/Update regarding City Health Insurance

The committee would like to have the HR Director and a liaison from Cottingham & Butler available at the next meeting to discuss. No action taken.

Discussion/Update regarding City Employer Clinic

The committee would like to talk with Natalie Ellingson about the employer clinic at the next meeting. No action taken.

Future Agenda Items

Adjourn

Motion by Flower to adjourn, second by Skates. Motion carried 4-0. The meeting adjourned at 5:52p.m.

Job Title: Harbormaster /Lake Front Supt.	Represented: No
Department: City Administrator	Annual Contract
Revision Date:	July 12, 2019

Job Description

Position Overview:

This position is under the general direction of the Public Works Director and performs specialized and responsible administrative work for the City's various Lakefront enterprises. "Lakefront" is defined as all City of Lake Geneva owned property and buildings located along Geneva Lake between the west end fishing pier, up to Baker Park (excluding Seminary Park).

Essential Job Functions:

- Serve as City's Boat Ramp Manager, including oversight of all Lakefront seasonal boat launch employees.
- Oversee Riviera Beach and all beach related City staff.
- Oversee and schedule Riviera security guards for ballroom rentals (once confirmed and notified by the Riviera Events Coordinator).
- Serve as "lead" for reviewing and updating of Lakefront staff job descriptions. Responsible for posting job openings, interviewing applicants and selecting new employees. (Work with Public Works Director and HR Director to ensure all pre-employment paperwork is submitted and processed in a timely manner).
- Oversee lease administration and compliance for all city leases along Lakefront. Recommendations to Piers, Harbors and Lakefront (PHL) Committee concerning possible revisions to contracts at renewal time.
- Monitor and enforce all city leases for business within the first floor of the Riviera building. Attempt to remedy any issues that may come up. Forward any unresolved issues to superior(s) for compliance. Enforce terms of all leases (removing unauthorized displays from the common area, remove unauthorized signs, sandwich boards, balloons, banners, etc.). Make recommendations to the City Administrator for any revisions for following year's leases. Coordinate with Riviera tenants on other issues or needs that may arise.
- Respond to Lakefront issues as made aware or as directed by the Public Works Director. Respond to any mooring, launch or beach complaints in a timely and professional manner. Continually check phone messages and incoming emails. Respond to all inquiries within reasonable time frame.

- Maintain buoy and slip wait list (a copy of which will be kept at the City Hall front counter). All lists shall be double checked / confirmed by the Public Works Director. Waiting list(s) shall be posted and updated regularly by the Harbormaster on the City of Lake Geneva website.
- Assist City's Community Service Officers in monitoring piers, buoys (at least once a week for compliance (to ensure that only boats on lease are using assigned spots). Pursue compliance / enforcement as necessary.
- Consult / check on a regular basis with City Hall front counter staff to identify any administrative issues that need to be addressed related to the Lakefront area.
- Process boat, buoy, kayak waitlist applications.
- Process boat, buoy and kayak rental forms including: verifying all pages of form/lease are completed, obtaining current boat registration, verifying proof of residency with current utility bill, tax bill and Wisconsin driver's license, confirming lease has been notarized or obtains city notary and checking for outstanding debt. Review entire application packet for completeness; return any applications deemed incomplete to applicant. Once application packet is confirmed complete; collect slip/buoy payments and bring to Finance Department for processing and depositing of funds.
- Order boat / buoy in/out hang tags, boat launch seasonal permits and payment envelopes as needed.
- Monitor Riviera and entire Lakefront. Inform Public Works Director of any city property maintenance, repair or cleaning issues. Direct beach attendants to monitor West End Pier and restrooms, Beach House bathrooms, Library restrooms, Visitor Center restrooms, Riviera grounds and restrooms at least three times daily. Instruct beach attendants (as well as other staff) to contact Harbormaster if there are issues.
- Administer Riviera Ballroom deposits, rental payments and refunds after scheduled events occur. Consult with Riviera security and city staff in regard to any damages and possible deductions from ballroom rental deposits.
- Review / compare current City lease rates with surrounding communities Report findings to Piers and Harbors Committee on an annual basis and recommend any appropriate rate adjustments.
- Coordinate / assist with logistics related to various special events; Winterfest, Venetian Fest, 4th of July, wedding parties, oversight and operation of the Driehaus Plaza fountain (including specialized color and lighting displays).
- Address parking issues at the Riviera (keep unauthorized vehicles out of restricted parking stalls).

- Coordinate with Riviera Events Manager on any special needs that may arise impacting the appearance of the Riviera grounds and Driehaus Plaza such as landscaping improvements, construction, maintenance projects, etc. and attempt to eliminate or minimize any adverse visual impact to the renter.
- In the absence or unavailability of the designated Riviera Events Coordinator the Harbormaster shall serve as back up in the showing of the Riviera Ballroom and address questions of potential renters.
- Prepare a monthly report for and attend the PHL Committee meetings as well as leadership staff meetings.
- Responsible for collecting, delivering and accounting for all pertinent fees and monies, between City Hall (Finance Department) and lakefront related properties which handle money.

Other Job Functions:

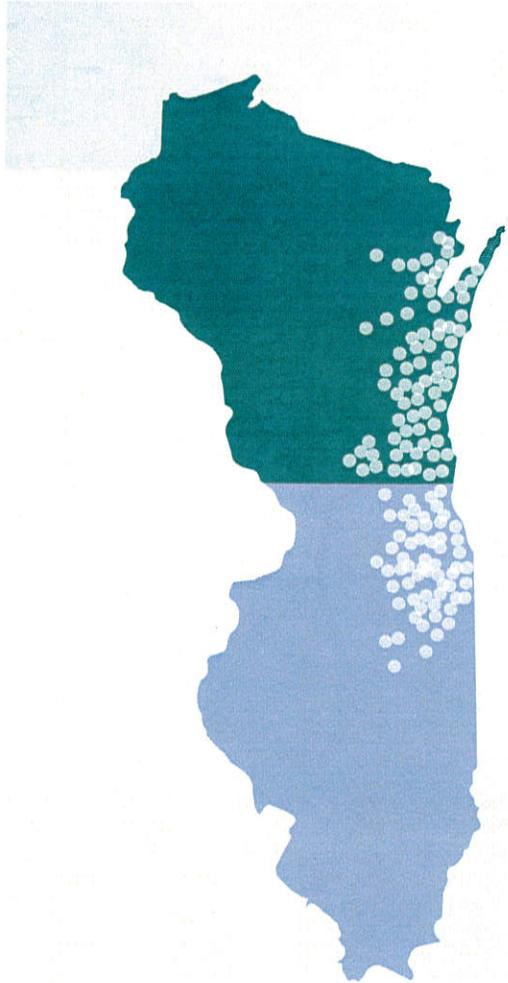
- Ability to provide direction or assistance to residents and visitors to Lake Geneva
- General knowledge of government and the ability to work with committees
- General knowledge of moorings or facility rentals is a plus

Requirements:

- Proficient with Microsoft Office products such as Word, Excel and Outlook
- Close attention to detail and ability to handle difficult customers and situations in a polite and professional manner
- Trouble shooting and an ability to anticipate issues and resolve them before they become bigger issues
- Must be (or shortly become upon hire) a notary public

This position will be an annual contracted position with the City of Lake Geneva. It is estimated this position will be full time between the months of March and August with reduced work hours between September and February.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.



Quarterly Aurora Employer Clinic Summary

City of Lake Geneva

January-June 2019

AdvocateAuroraHealth



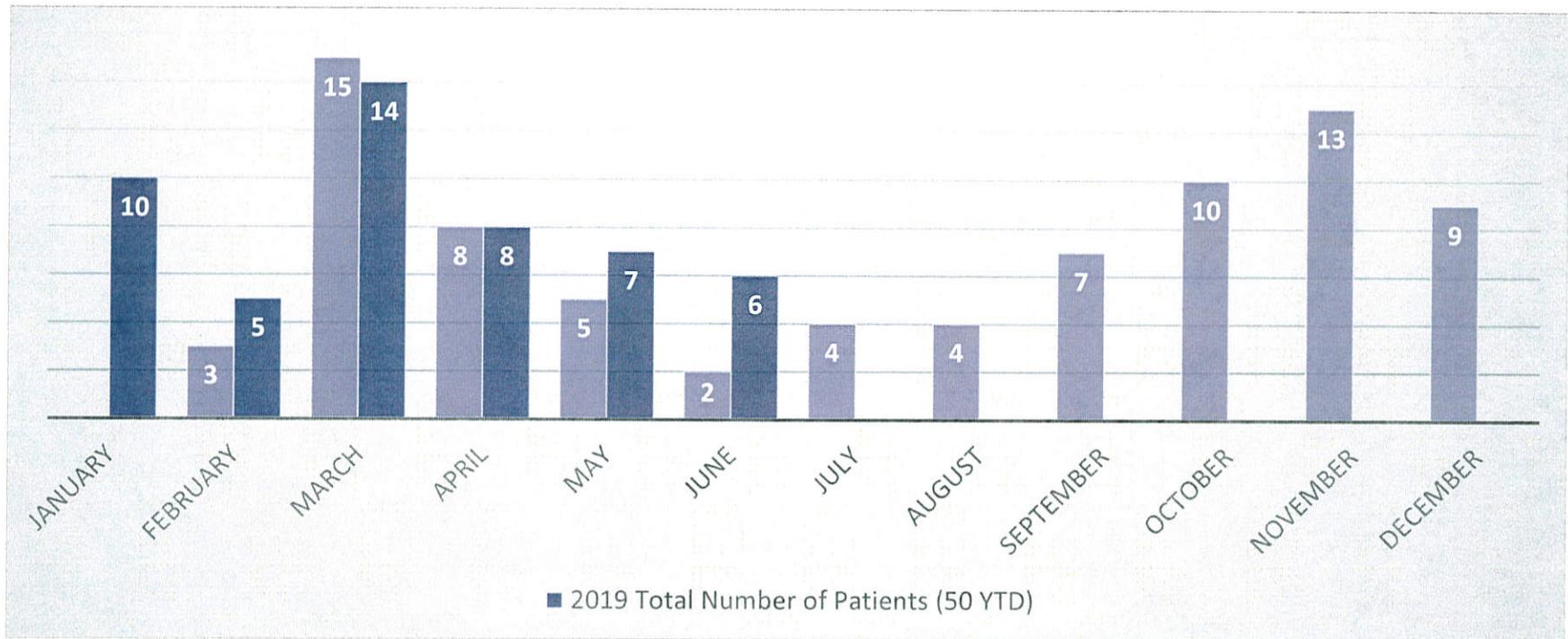
Advocate Health Care



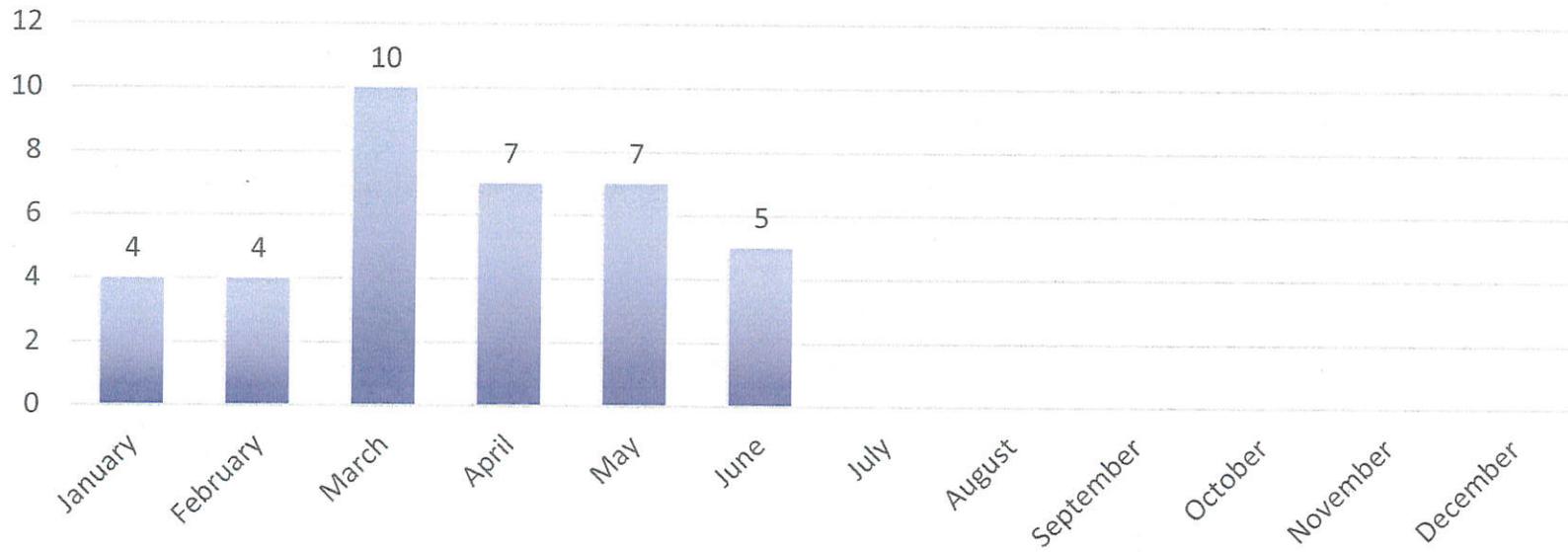
Aurora Health Care®

2018 - 80
2019 - 50

Clinic Utilization

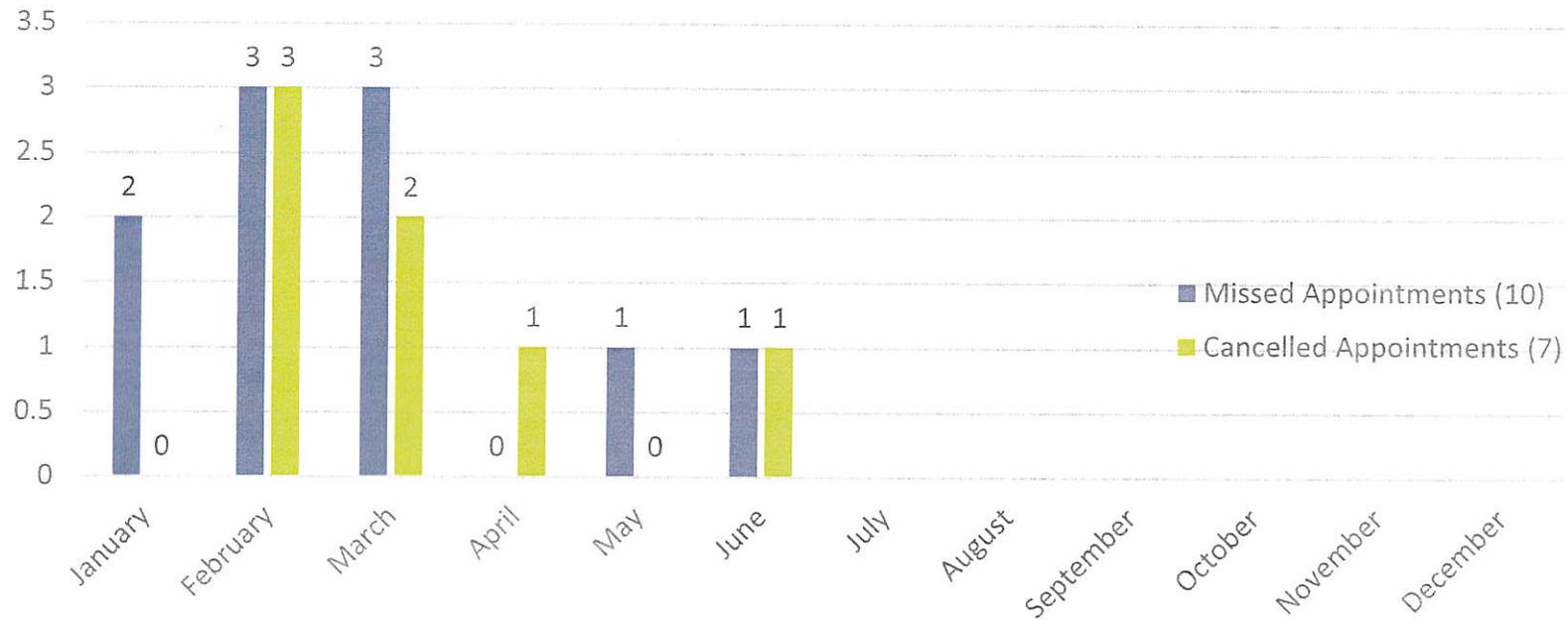


Summary of Established Patients at Aurora Healthcare seen within last 3 years



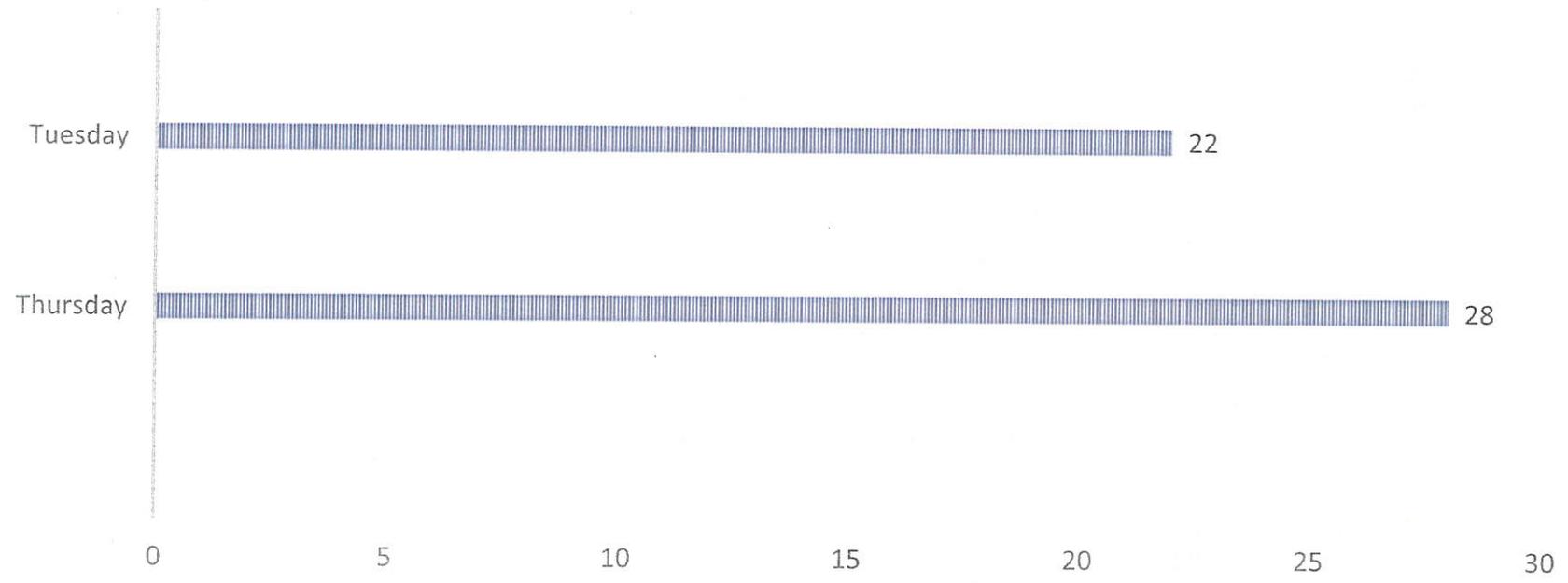
AdvocateAuroraHealth

Summary of Missed Appointments vs. Cancelled Appointments



39 - New
11 - more
than once
visit

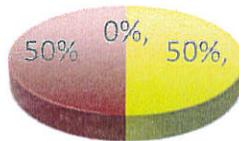
Appointment Utilization by Day of Week



Employee Satisfaction Results: January-March 2019

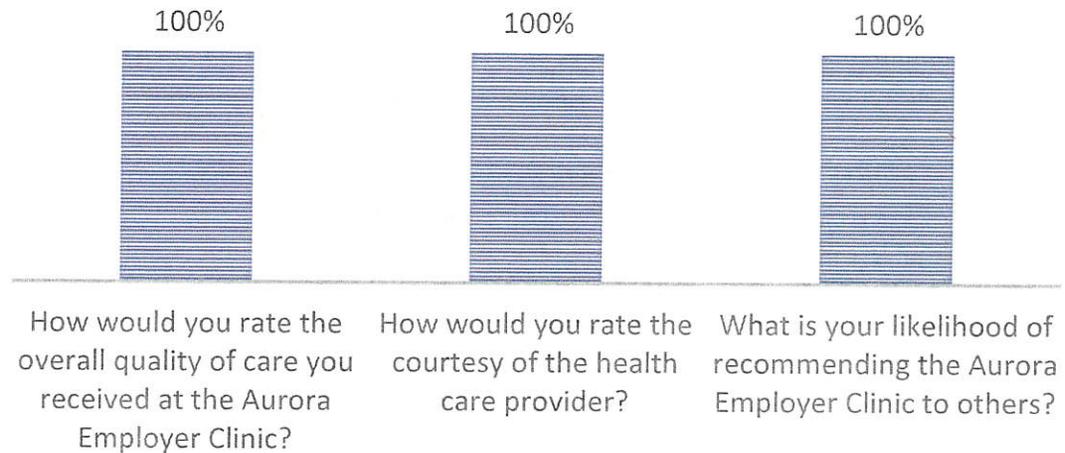
Employees are asked to complete a brief survey after each visit to the Aurora Employer Clinic. Below are their satisfaction results:

Out of the 4 surveys returned -Who Was the Visit For:



- Employee
- Spouse/Significant Other
- Dependent

Overall Jan-March N=4 surveys returned



AdvocateAuroraHealth