



**PERSONNEL COMMITTEE**  
**TUESDAY, DECEMBER 4, 2018 – 4:30 PM**  
**CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> 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 November 5, 2018, as prepared and distributed
5. Discussion/Recommendation regarding City Hall Front Counter Positions Wage Grade and Wage Scale
6. Discussion/recommendation regarding Building and Zoning Administrative Assistant Wage Grade and Wage Scale and Department of Public Works Seasonal Laborer's Wage Grade and Wage Scale
7. Discussion/Recommendation regarding the creation of a Staff Organization Chart
8. Discussion regarding the possible job sharing between Beach Lifeguards and Public Works Summer Laborers
9. Discussion regarding the possibility of hiring public bathroom attendants
10. Discussion/Action regarding date change of first meeting in January 2019; currently scheduled for 1/1/2019
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**  
**MONDAY, NOVEMBER 5, 2018 – 4:30PM**  
**CITY HALL, CONFERENCE ROOM 2A (2<sup>ND</sup> FLOOR)**

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

Chairperson Proksa called the meeting to order at 4:30 p.m.

Roll Call

Present: Proksa, Skates, and Straube

Absent: Halverson and Flower

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

None

Approve the Personnel Committee minutes from October 2, 2018, as prepared and distributed

Motion by Skates to approve, second by Straube. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding City Hall Front Counter Position Wage Grade and Wage Scale  
Interim City Administrator Berner stated that this has been an ongoing issue with moral and retention of quality employees. He noted that since the Springsted study was done in 2014 there have been job duty changes and have not been necessarily reflected in the pay for the various front counter positions.

Flower joined the meeting at 4:35 p.m.

Finance Director Hall noted that these positions are required to have a lot of knowledge for various departments to really facilitate the duties of the front counter. She also outlined how the front counter positions were being cross trained to aid in accuracy. She stated that the Clerk's office duties, in regards to licensing and elections, have been facilitated by the front counter positions as well. Hall added that the front counter positions are constantly busy and are very different than other communities' front counter clerks. She added that she reviewed surrounding communities and even other similar positions within the City, to compare. She noted that any positions that involve accounts payable and accounts receivable were being paid within the \$18 to \$20 per hour range. She felt that the front counter positions would be closer to a grade seven and be in line with the Municipal Court Clerk. The committee discussed looking at the Building and Zoning Administrator Position for an increase as well. Skates stated that he doesn't want to piece elements of pay scales, but would like to see a more comprehensive plan. The committee also discussed looking at the inefficiencies of the front counter practices and that they should be reviewed.

Skates directed the City Administrator and the Finance Director to compile a more comprehensive plan for further review of the Front Counter Positions and to include the Building and Zoning Administrative Assistant. He would also like to evaluate how this change is going to impact the front counter positions. There is concern about the type of job that the front counter it, as it is a high stress job and that recruitment/retention has become an issue. No action taken.

Discussion/Recommendation regarding Department of Public Works Seasonal Laborer's Wage Grade and Wage Scale

Interim Administrator Berner addressed the committee regarding the DPW's struggle to recruit seasonal laborers. Director of Public Works Earle also addressed the committee regarding his struggles of recruiting and retaining seasonal laborers. Earle noted that this is a difficult job that is being paid less than workers at the Wal-Mart or Aldi's. He added that he has offered to have flexible schedules and other various incentives to recruit/retain workers. He is requesting that there be a wage increase as it is a very active job. He would like to see the wage to be between \$12 and \$15 per hour, this increase wouldn't need a budget amendment or increase. The committee discussed possibly using the beach staff

to help with some of the public works duties. The committee discussed reviewing the City's Organizational Chart at the next meeting. Committee discussion also included the possibility of hiring seasonal bathroom attendants to keep up with the summer volume. Earle noted that this isn't so much an issue in the winter months other than maybe the week of Winterfest, but that the DPW workers can handle that. He would be looking to hire seasonal laborers towards the end of February. Flower indicated that she would like to see what the increase would be overall and how that would affect the budget. No action taken.

Discussion/Recommendation regarding a possible City Wide Employee Benefits Fair

Skates had requested that this item be placed on the agenda. He would really like to encourage the use of the Aurora Clinic and to possibly look at giving employees certain incentives. He suggested maybe having a discount to Body Logic or Anytime Fitness or the YMCA for City employees to encourage good health. He would also like to see the Physician's Assistant to come to the City for maybe a flu clinic or other various events. No action taken.

Discussion/Recommendation regarding the amendment of City Ordinance and City Employee Handbook regarding City Administrator Residency Requirement

Berner noted that this was brought to his attention by the City Clerk and currently the City's ordinance is more restrictive than the state law.

Motion by Skates to change the City Ordinances to reflect the same as state statute in regards to residency for the City Administrator, second by Proksa. Motion carried 4-0.

Adjourn

Motion by Skates to adjourn the meeting, second by Flower. Motion carried 4-0. The meeting adjourned at 5:11 p.m.

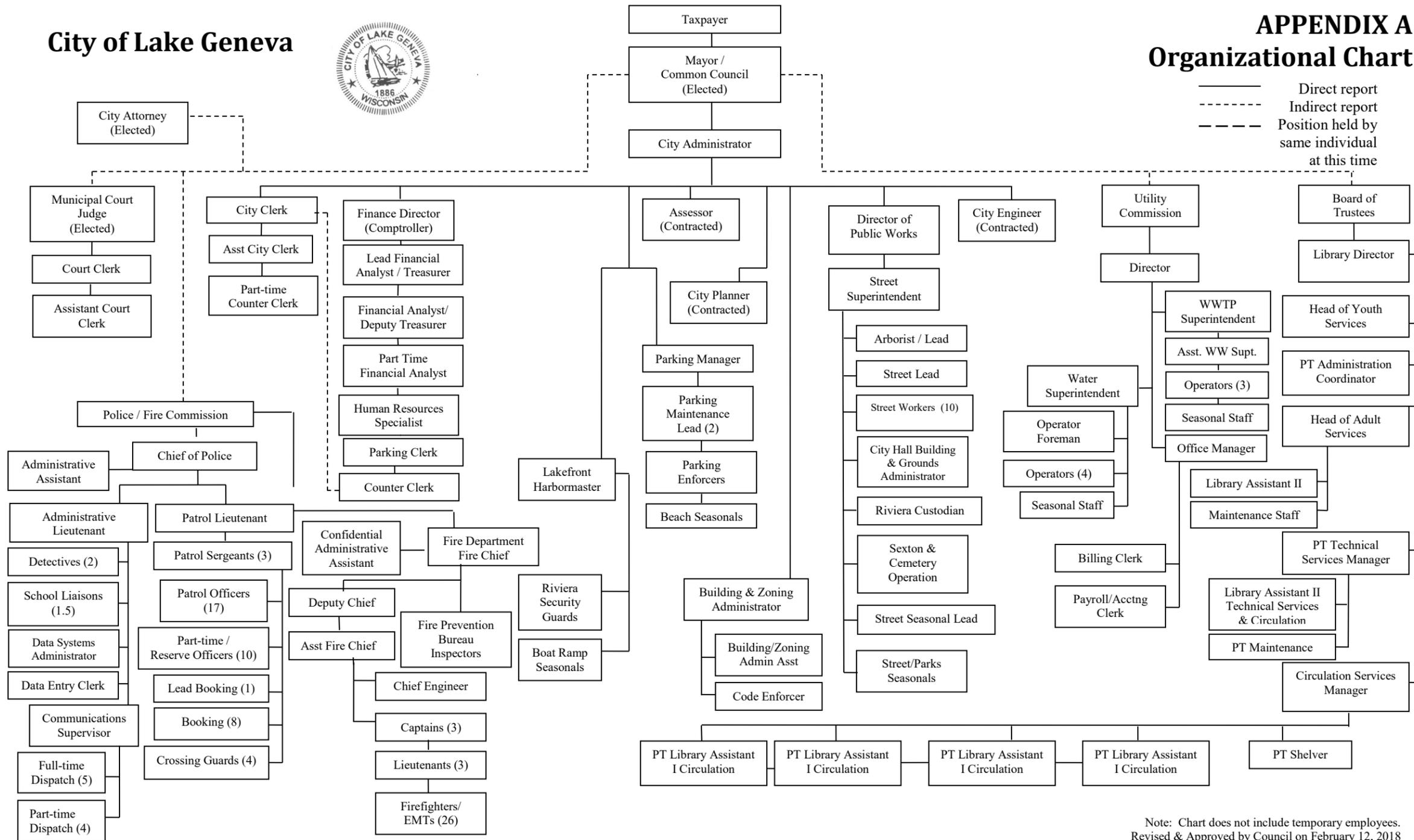
**MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE**

# City of Lake Geneva



# APPENDIX A Organizational Chart

————— Direct report  
 - - - - - Indirect report  
 - - - - - Position held by same individual at this time



Note: Chart does not include temporary employees.  
Revised & Approved by Council on February 12, 2018