



PERSONNEL COMMITTEE
TUESDAY, FEBRUARY 5, 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 Chairperson Proksa
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 January 2, 2019 Personnel Committee Meeting
5. Discussion/Recommendation regarding change the wage grade for the Part-Time Front Counter Clerk from a Grade 4 to a Grade 7
6. Discussion regarding Council Orientation Binder
7. Discussion regarding City of Lake Geneva Organizational Chart
8. 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: 1) Parking Lead Maintenance Position 2) City Hall Part-Time Front Counter Clerk
9. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session
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
WEDNESDAY, JANUARY 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 at 4:35 p.m. by Chairperson Proksa

Roll Call

Clerk Kropf called the roll and noted that Proksa, Halverson, Flower, and Straube were present with Skates being absent and excused.

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

None

Discussion regarding onboarding process for new employees/elected officials

Chairperson Proksa requested this item to be placed on the agenda and would like to work on an onboarding process. Clerk Kropf outlined what she had seen done in other municipalities and how the City could put together a document that encompasses duties/responsibilities. The committee would like an outline by the next month's meeting. No action taken.

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: Police Department Data Specialist

Motion by Halverson to go into closed session and to include staff, second by Proksa. No discussion. Motion carried 4-0. The Personnel Committee went into Closed Session at 4:50 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 return into Open Session, second by Proksa. Motion carried 4-0. The Committee reconvened into Open Session at 4:58 p.m.

No action on Closed Session items taken.

Adjourn

Motion by Flower to adjourn second by Straube. Motion carried 4-0. The meeting of the Personnel Committee adjourned at 4:58 p.m.

RESOLUTION OF THE COMMON COUNCIL			
Resolution authorizing the Clerk's Office part-time Front Counter Clerk Wage Grade increase from Grade 4 to Grade 7			
Committee:	Finance considered on February 5, 2019		
Fiscal Impact:	N/A		
File Number:	19-R07	Date:	February 11, 2019

Whereas, the City of Lake Geneva performed a wage compensation study in 2014 to identify various wage grade assignments to specific job titles and job duties, and

Whereas, the Personnel Committee identified the job duties being performed by the Clerk Office part-time Front Counter Clerk has evolved and was not initially identified in the 2014 Compensation Plan, and

Whereas, the City of Lake Geneva has identified this position for additional responsibilities, which is synonymous with current responsibilities of the full time front counter staff and revision to the existing job description to reflect said increased tasks to occur in 2019 and

Whereas, the Personnel Committee approved the wage grade increase for the Clerk's Office part-time Front Counter Clerk, and

Whereas, the wage grade increase shall be effective January 1, 2019, the Clerk Office part-time Front Counter Clerk, any additional non-budgeted funds being appropriated from the 2019 budget contingency fund.

Now Therefore be it Resolved by the Lake Geneva Common Council that the Clerk's Office Part-Time Front Counter Clerk Wage Grade increase from Grade 4 to Grade 7, and

Granted by action of the Common Council of the City of Lake Geneva this 11th day of February, 2019.

Council Action: **Adopted** **Failed** **Vote** _____

Mayoral Action: **Accept** **Veto**

Thomas Hartz, Mayor

Date

Attest:

Lana Kropf, City Clerk

Date



CITY OF LAKE GENEVA JOB DESCRIPTION

TITLE:	Counter Clerk	REPORTS TO:	City Clerk
DEPARTMENT:	Clerk's Office	POSITIONS SUPERVISED:	None
STATUS:	Part-Time (20 hours)	UNION:	None
HOURLY WAGE:	\$16.24 (Grade 7)	DATE APPROVED/AMENDED:	February 27, 2018 February 25, 2019

The following job description duties are illustrative, and the person holding the position may be required to perform other duties of a similar nature or otherwise related to the position.

GENERAL DEFINITION OF WORK

Performs intermediate administrative support work answering telephones, assisting citizens at the front counter, answering and researching inquiries, assisting Clerk's office with licensing, permits and election duties, and related work as apparent or assigned. Work is performed under the direct supervision of the City Clerk.

POSITION SUMMARY

Counter Clerk's primary role is to assist the Clerk's Office in an accurate and precise manner as well as to provide excellent customer service through a number of front counter tasks. Also provides support in all other related areas, including following instructions in order to ensure effective accomplishment of City objectives.

ESSENTIAL FUNCTIONS:

1. Answer phone; greet visitors; handle front counter inquiries; respond to requests and complaints; forward visitors and callers to appropriate party for disposition
2. Issue beach tags, parking stickers, work permits, dog/cat licenses, Clerk's Office permits/licenses and process payments
3. Answer inquiries regarding parks and amenities
4. Assist with parking issues regarding payments, suspensions, parking rules, parking stall/lot location, and troubleshooting phone calls regarding kiosks
5. Assist Clerk's Office with license renewals, transcribing minutes, posting agendas and website content.
6. Election related duties involving data entry of voter registration and absentee ballot processing; including working on Election days when the polls are open
7. Scan and organize documents in Laserfiche Software
8. Provide backup for full-time Counter Clerk, Parking Clerk, and Assistant City Clerk

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- 9. Manages City's Electronic Calendar Board
- 10. Aids in the collection and posting of Municipal Property Taxes
- 11. Facilitates license plate lookup to facilitate delinquent parking payment notices
- 12. Completes filing of documentation for the Clerk and Finance Office; Utilizes the City of Lake Geneva records retention schedule
- 13. Aids in the collection and processing of payments for parking violations
- 14. Assists Harbormaster with Riviera scheduling, availability, and processing reservation payments
- 15. Facilitates issuance of work permits
- 16. Aids in processing of parking citation appeals
- 17. Utilizes City collection agency to manage City owed debt prior to license/permit issuance

9-18. Other duties as assigned

SPECIAL REQUIREMENTS & SKILLS

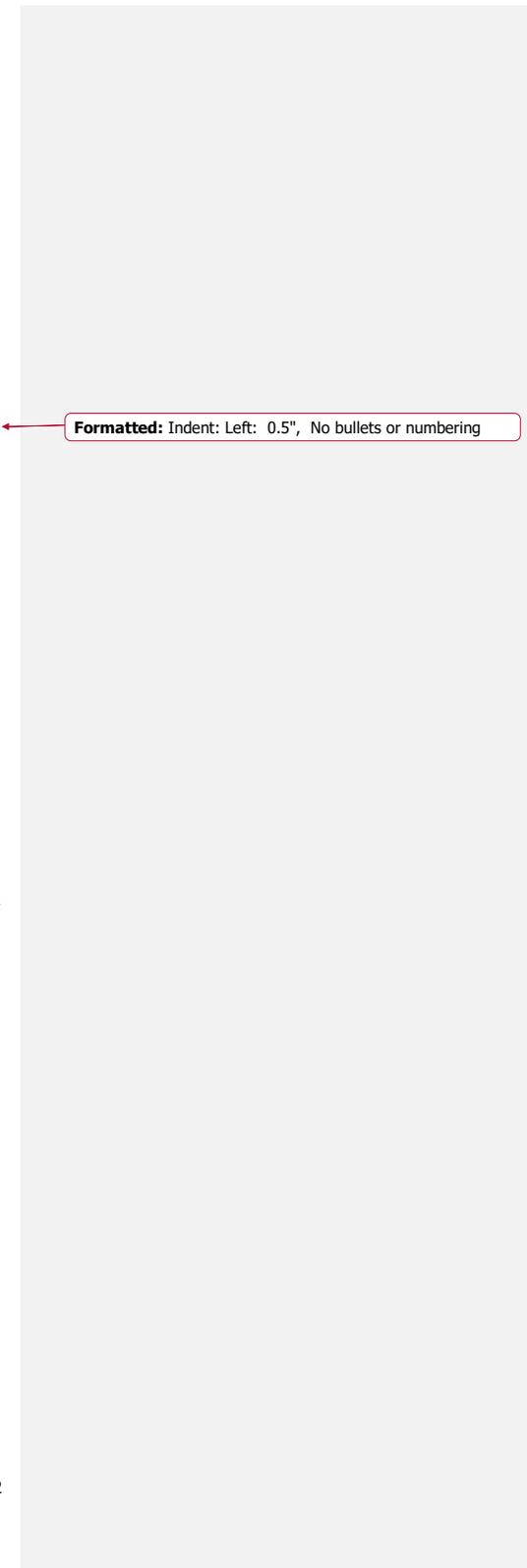
- General Knowledge of:
 - Accounting/Bookkeeping terminology, methods and procedures
 - Standard and special office procedures, practices and equipment
 - Writing and report preparation
 - Computer knowledge including MS Word and Excel
 - Must train and become a certified user of the WisVote System (Statewide Voter Registration and Election Database)
- Ability to:
 - Learn, interpret, and apply departmental policies and procedures
 - Understand and follow oral and written directions
 - Establish and follow work procedures
 - Perform mathematical computations
 - Use skill in using a variety of office machines and computer equipment and typing ability
 - Maintain confidentiality of information
 - Establish and maintain effective working relationships with those contacted in the course of work
 - Work independently in the absence of supervision

PHYSICAL REQUIREMENTS

The work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

QUALIFICATIONS

At least 18 years old
 Minimum of a high school diploma or GED
 Associates degree and/or related clerical experience is preferred
 Valid driver's license



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Council Orientation Binder

2019

The City of Lake Geneva Mission Statement

"Our mission is to preserve its small city atmosphere, reasonable cost of living and high quality of life by carefully controlling land use and development and delivering high quality programs and services in a responsible manner."

ALDERPERSON'S HANDBOOK FOR THE LAKE GENEVA CITY COUNCIL

Congratulations on your election to the Lake Geneva City Council! You are a member of a select group of individuals who have chosen to accept city governance responsibilities.

History of the Lake Geneva City Government

The Village of Lake Geneva was first created in 1883. The City of Lake Geneva was then incorporated after a Special Election in 1886. The first Mayor, Mayor James Simmons, took his seat in May 1887. Although the City of Lake Geneva's government form has changed from time to time, the form of city government has been the Mayor-Council type. This is the dominant type of government in Wisconsin and is used in 181 of the 190 cities in the state.

Organization

Lake Geneva politically is comprised of four (4) aldermanic districts. Two (2) alderpersons are elected from each district and serve a term of two (2) years. The Mayor is elected at large and serves a term of two (2) years.

Common Council Standing Committees and Their Areas of Responsibilities

Every department in the city has a corresponding governing group, known as its Standing Committee. Each Standing Committee is made up of five people, of which are alderpersons only. Appointments to these committees and its' chairpersons are made annually by the Mayor at the organizational meeting of the Council in April. These appointments are subject to confirmation by the Council.

Per Ordinance Sec. 2-49. - Standing Committees; here is an overview of the City of Lake Geneva's Standing Committees:

The standing committees of the Council shall be:

- Finance, Licensing and Regulation Committee;
- Piers, Harbors, and Lakefront Committee;
- Personnel Committee; and
- Public Works Committee.

The term for member shall be one year. Vacancies shall be filled by appointment by the Mayor subject to approval of Council for the unexpired term. A member or members of each standing committee may be removed by the Mayor with the approval of the Council. Committee members shall serve without compensation other than the regularly established

salary as Aldermen. Each standing committee shall adopt its own rules and procedures that are consistent with the current edition of Robert's Rules of Order and shall keep a written record and file a copy with the City Clerk of all its minutes, resolutions, and proceedings. The City Clerk shall prepare the agenda and provide timely public notice, including date, place and agenda of all standing committee meetings in accordance with state statutes. All standing committees shall meet at City Hall unless a meeting elsewhere is authorized by the Mayor or City Clerk.

A majority of the members of the committee shall constitute a quorum for the transaction of business.

The powers, duties, and responsibilities of each standing committee are:

- (1) **Finance, Licensing and Regulation Committee.** The Committee shall have the duties and powers set forth below:
 - a. **Meeting.** The Committee shall meet at 6:00 p.m. on the first and third Tuesday of each month and additionally as called by the Chairman or by a majority of the Committee.
 - b. **Financial duties.** The Committee shall meet to discuss and make recommendations on the following or similar matters:
 1. City or utility financing for capital improvements, capital projects, and capital equipment financing or leasing;
 2. Refinancing;
 3. Bond proceeds investing;
 4. Financial forecasting;
 5. Financing for housing development, economic development, or for tax incremental financing;
 6. Bond counsel for financing, refinancing, financial evaluation, or bond rating;
 7. Receive and review the monthly obligations and payments for the City Council;
 8. Cooperate with the City Administrator, Comptroller, Treasurer, and others in preparation and review of the annual City budget; and
 9. Consider and recommend all purchases of labor, services, supplies, and materials exceeding \$5,000 and all contracts made, except contracts pursuant to W.S.A. § 62.15(2). No contract or purchase shall be recommended except where sufficient funds have been appropriated in the current budget to an official, department, board or commission or to a particular fund. All purchases shall be made on the basis of a written purchase order by the proper official department head, board or commission.

- c. **Regulatory and licensing duties.** The Committee shall be responsible for recommendations of the following to City Council:
 1. License applications, as required by statutes or ordinances;
 2. Planning and policy setting for the abatement of nuisances;
 3. Planning and policy setting on matters pertaining to licenses and permits; and
 4. Planning and policy setting on matters pertaining to orderly conduct.
 - d. Advise the City Council and City Administrator on matters relating to technology, information and communications with the City, or as referred by City staff or Council.
 - e. Evaluate and make recommendations to the City Council related to overall communications to the residents of the City of Lake Geneva with the vision of establishing a system of communications that keeps its residents reasonably well informed about the plans and actions of the City.
 - f. Advise the City Council on issues related to cable television pursuant to applicable state and federal laws.
 - g. Monitor the local cable television franchise and review service concerns pursuant to the franchise agreement.
 - h. Study the use of public access and government channels.
 - i. Review and make recommendations concerning the City's website.
 - j. Propose facilities and equipment needs necessary for video, electronic, and digital information distribution to staff and to the public.
- (2) Piers, Harbors, and Lakefront Committee.** The Committee shall consider the following and shall have the duty to recommend action there as to the City Council:
- a. All commercial and private pier and buoy leases, including wording, length of lease, cost, and any other provisions.
 - b. All rules and procedures pertaining to City leases, all activities within or surrounding the Riviera piers, buoys, dinghy pads, launching, trailer parking as part of boat launch fee and access road (if any) to piers.
 - c. Launch fees and annual beach passes.
 - d. New construction and maintenance of beach piers, buoys, dinghy pads, and boat launches.
 - e. The Harbormaster or other person in charge of any lakefront activity shall report to and cooperate with the Committee.

(3) Personnel Committee.

- a. The Committee shall be responsible for negotiating all employment contracts or agreements between the City of Lake Geneva and its employees, excepting only those employees who are specifically governed by another City committee or commission.
- b. The Committee shall make a recommendation to the City Council to accept or reject employee contract or agreement offers. The City Council shall have the sole power to accept or reject employee contracts or agreements by a majority vote.
- c. The Committee shall be responsible for periodic evaluations, semiannual and/or annual, of all City department heads except those governed by another City commission, committee, or official.
- d. The Committee shall be responsible for all disciplinary matters involving grievances, prohibitive practice complaints, work rule violations, contract violations, and other matters including discharge or separation for employment.
- e. The Committee shall be responsible for creating and recommending to the City Council job descriptions for all City employees (except police and fire), and such job descriptions shall be utilized when advertising for and evaluating potential new and current employees.
- f. The Committee will interview all prospective exempt employees and all appointed officials of the City that are appointed by the City Council as set forth in Section 2-3 of the Municipal Code of the City of Lake Geneva. City department heads are those individuals responsible for the oversight of particular functions and employees of the City. City department heads shall be given the authority to hire and terminate employees within their department, provided that any hiring is done without violating budgetary constraints placed on their departments and any terminating is done within the guidelines established by the City of Lake Geneva Employee Handbook.

(4) Public Works Committee. The Public Works Committee shall be responsible for activities taking place on public property, rights-of-way, and easements, and including the following:

- a. Planning for maintenance, repairs and remodeling of all City-owned facilities except those facilities under the control of the Utility Commission and the Piers and Harbors Committee.
- b. Recommend repairs of City-owned facilities to be included in the following year's budget.
- c. Determine by inspection or otherwise, not less than annually, the need for repairs of each facility. Major repairs are to be included in the proposed five-year capital improvement plan and approved by the Common Council.

- d. Consult and cooperate with the Piers, Harbors, and Lakefront Committee, Park Commission, Cemetery Commission, Library Board and any other overlapping City committees.
- e. Superintend all public works and keep the streets, alleys, sidewalks, storm sewers, public open spaces, and public related places in repair.
- f. Unusual use of streets. No building shall be moved through the streets without a written permit therefor granted by the Board of Public Works, except in cities where the Council shall, by ordinance, authorize some other officer or officers to issue a permit therefor; said Board shall determine the time and manner of using the streets for laying or changing underground utilities in City rights-of-way or easements, including electric, telephone, or gas pipes, cable television, or placing and maintaining electric and telephone poles therein, provided that its decision in this regard may be reviewed by the Council.
- g. Restoring streets. In case any corporation or individual shall neglect to repair or restore to its former condition any street, alley or sidewalk excavated, altered or taken up, within the time and in the manner directed by the Board, said Board shall cause the same to be done at the expense of said corporation or individual. The expense thereof, when chargeable to a lot owner, shall be certified to the City Clerk by the Board, and if not paid shall be carried into the tax roll as a special tax against the lot.
- h. Manage all acquisition and maintenance of land for public parking subject to approval of the City Council.
- i. Set up and maintain a system of operation for the municipal parking system subject to approval of the City Council.
- j. With the approval of the Council, purchase, acquire, or lease land in order to operate a municipal parking system.
- k. With the approval of the City Council the Committee shall construct, extend, add to, improve, conduct, and operate the municipal parking system for the parking of vehicles.
- l. The Committee may exercise the preceding duties in a manner it sees fit, subject to approval of the City Council. The municipal parking system shall include parking lots and other parking facilities upon the public streets or grounds of the City.

Alders' Responsibilities

Each Alder is elected by the voters of his or her district. The term of office is two (2) years. If an Alder moves from his/her district, s/he should notify the Mayor by letter of his/her resignation from the Council.

As a member of the City Council, the Alder's chief responsibility is that of a policy maker; in a way, the Council is similar to the board of directors of a private company. In addition to setting policy, the Council approves and oversees the budget and City spending, is involved in community planning, establishing programs and review of those programs, is responsible for administrative oversight, and lastly, votes on final steps for conflict resolution. In general, an alder should not become involved in the day to day operation of the City departments, but should go through the proper channels if s/he has individual concerns.

Beyond participation at bi-monthly City Council meetings, alders are assigned to one or more Standing Committees and possibly other boards or commissions. Alders who serve on Standing Committees research, study, and discuss the myriad of issues that confront city departments. Based on a committee's investigations, it makes recommendations to the City Council.

Alder Committee Participation/Expectations

Committee appointments are made by the Mayor and approved by the City Council. Alders should know their assigned committees by the installation meeting in early April. A newly elected alder should schedule an initial walking tour of all city departments with the City Clerk immediately following the installation meeting. This tour should occur within two weeks of the installation meeting. During this initial tour, the new alder will visit each city department and meet all department heads and available staff.

Alders need a detailed understanding of departmental duties and responsibilities to be effective on the standing committee(s) on which they serve. It is expected that all alders will establish a follow up meeting with the respective department head(s) for further edification. Returning alders should schedule their follow up meeting(s) within two weeks of the installation meeting. New alders should schedule their follow up meeting(s) within two weeks of their initial walking tour.

The First Committee Meeting

To prepare for the first committee meeting, alders should review the *Council Orientation Binder*. In addition to discussing regular business, the following occur during the first meeting of a committee:

- Discuss questions resulting from the review of the *Council Orientation Binder*.
- Review departmental short term and long term plans.
- Review specific departmental policies that may affect the relationship between committee and department members

Responsibilities of the Committee Chair

The ability of city departments to successfully execute their duties is highly dependent on the committee chair doing his/her job diligently.

The responsibilities of a committee chair include the following:

- Establish monthly meeting agendas with the department head or appropriate staff member;
- Review any agenda suggestions from the public, the Mayor, or any alder and place said items on the appropriate agendas. All requests for agenda items must be satisfied within two months of receipt. If an item is not appropriate for the committee, a written explanation should be provided;
- If an item is not appropriate for one committee but may be appropriate for another, the chair is responsible for forwarding the item to the chair of the correct committee expeditiously;
- Study all available information on noticed agenda items in preparation for the meeting;
- Call all meetings to order;
- Run the meeting in a timely, orderly fashion;
- Lead the discussion on noticed agenda items only;
- Recognize people interested in speaking;
- Impose time limits (if any) on citizens wishing to speak;
- Act as parliamentarian;
- Follow up on delegated work to ensure timely completion.

Through his/her leadership, the chair of a committee determines the quality of work achieved by the committee and its department. The chair is expected to commit all the time necessary to ensure the committee successfully completes its assigned duties.

ETHICS FOR A BETTER PUBLIC OFFICIAL

(written by Earl Rathe, who died while serving as Mayor of New Berlin, March 25, 1978)

- Don't act as a committee of one. Remember that your only authority lies in your membership on the board or council.
- Don't use your official position for personal gain or to promote your own interests. Disqualify yourself if your board or council is considering a matter in which you have a personal interest.
- Don't let honest differences of opinion degenerate into personality conflicts.
- Visit other communities, particularly those that have the reputation of being well run. If your community is about to undertake a special project, inspect similar projects in other communities.
- Keep the public informed. Issue frequent news releases; accept invitations to speak before local groups.
- Never accept gifts or favors from individuals or firms doing business with your municipality.
- Represent all the people in your community, not just your friends, neighbors, or business associates.
- Express your honest convictions, although you are in the minority, but support major decisions.
- Don't be misled by the vocal demands of special interest groups. When in doubt, ask yourself: "Is this in the best interest of the whole community?"
- Remember that there are at least two sides to each question. Listen politely, but reserve making a decision until you have all the facts.
- Don't try to be an expert on all phases of local government. Seek the advice of real experts.
- Cooperate with other public agencies and with all citizen groups working in the best interest of your community.
- Work for and insist that the affairs of your municipality be conducted on a sound businesslike basis.
- Don't be content to just "hold office." Use your office to provide the kind of dedicated, creative, forceful leadership that your citizens have a right to expect.

SOME ACRONYMS AND DEFINITIONS

Amendment: a separate motion to the main motion

Amendment, friendly: a slight change to an original motion

COW: Committee of the Whole—meeting that includes Alders and City staff

Motion: a proposal to act on an item

Quorum: number of members needed to constitute a legal meeting

Resolution: an act to describe purpose and outcome of an action

Robert's Rules: parliamentary procedures and rules for conducting a

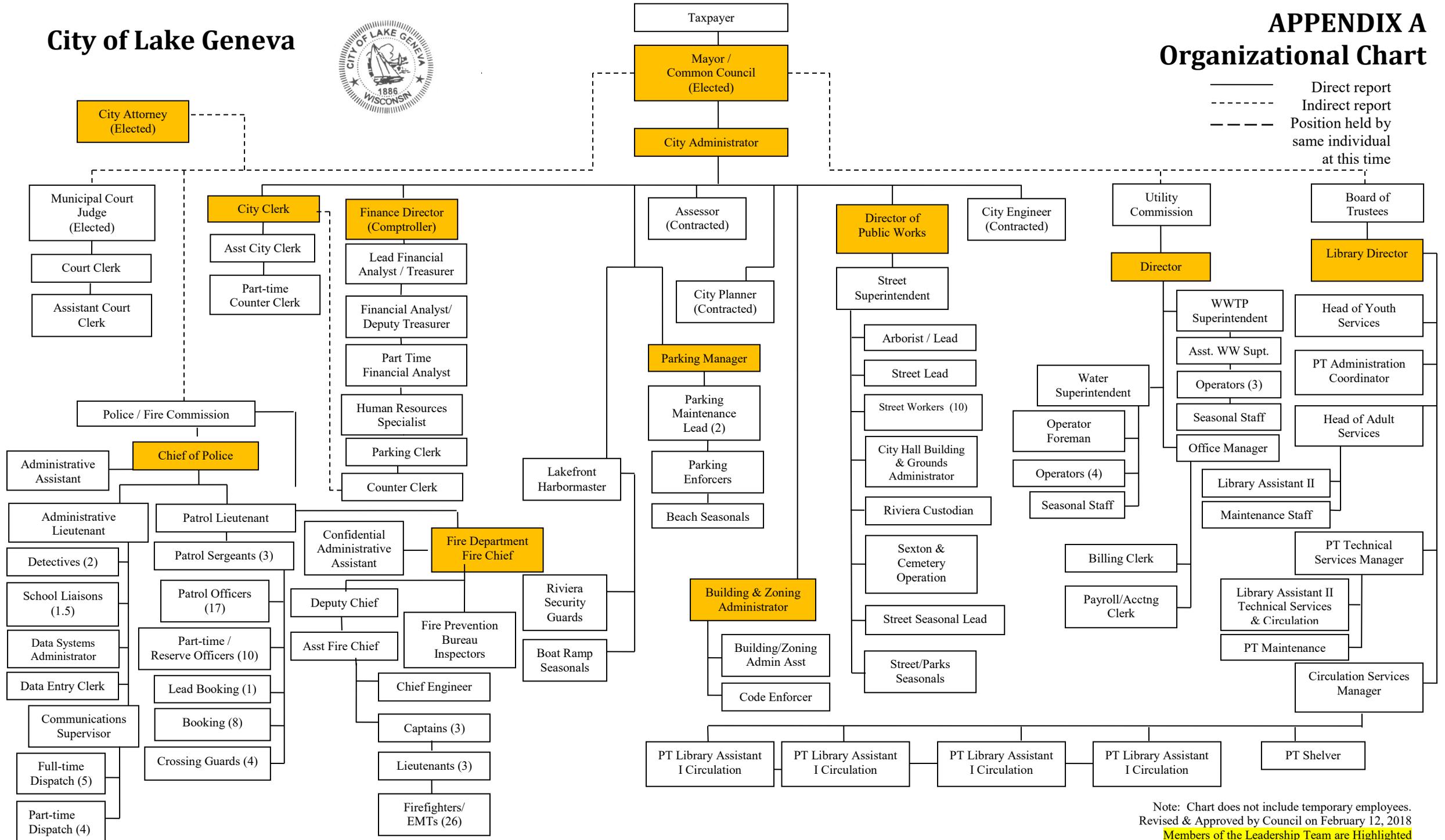
meeting Tabling a Motion: passage delays further action until a later date

TIF: Tax Incremental Financing— a method to use future gains in taxes to subsidize current improvements, which are projected to create the conditions for said gains

City of Lake Geneva



APPENDIX A Organizational Chart



Note: Chart does not include temporary employees.
 Revised & Approved by Council on February 12, 2018
 Members of the Leadership Team are Highlighted