



PERSONNEL COMMITTEE
TUESDAY, MAY 7, 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 April 2, 2019 Personnel Committee Meeting
5. Update on Council/Elected Official Onboarding
6. Update on Interim Harbormaster Position Recruitment
7. Update regarding bids sought for City of Lake Geneva Public Restroom Sanitation Maintenance/Upkeep
8. Future Agenda Items
9. 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, APRIL 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

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

Roll Call

City Administrator Nord called the roll and noted that Proksa, Halverson, Skates, Flower were present with Straube being absent.

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

None

Approval of the minutes from the March 5, 2019 Personnel Committee Meeting

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

Discussion/Recommendation regarding Pay Grade change for Police Department Part-Time Telecommunicator (Dispatcher) position from Grade 4 to Grade 6

Police Chief Rasmussen explained that this was approved by the Police and Fire Commission. He would like to see the part time dispatcher position be paid the same as the full time as they are doing the same work. He noted that the part time position wouldn't be eligible for benefits and would cost an additional couple dollars an hour. He stated that there has been difficulty in hiring dispatchers due to the wage.

Flower expressed concern with having these positions coming to Personnel for wage increases one at a time and would like to see these positions explored overall. Rasmussen stated that this increase would not have an effect on the 2019 Police Budget.

Motion by Halverson refer to Council without consideration, second by Skates. Motion carried 4-0.

Committee discussion included bringing the wage compensation discussion to the next Personnel meeting.

Discussion/Recommendation regarding creation of the position of Part-Time Police Department Community Service Officer along with determining subsequent Pay Grade

Chief Rasmussen explained that the Police exposure downtown is dwindling and explained this is due to a decline in temporary officers. He would like to bring the Community Service Officer to help fill the gap that the temporary officers used to do. He recommended that this position start at a grade 4. This position would share duties with the booking officers and will not be armed. There would be two positions to start and this would not affect the 2019 budget.

Motion by Halverson to approve the creation of the position at a wage grade 4, second by Skates. Motion carried 4-0.

Discussion/Update regarding Beach Attendant Staff Job Duties and Hiring Process

Lake Geneva Beach Manager, George Steffen, addressed the committee and provided a list of job responsibilities for the Beach Managers as well as Beach Attendants. Discussion was held as to how the beach currently operates as well as physical improvements that will be needed in the future. After Steffen's presentation, members of the committee asked several questions in regard to duties, staffing levels, and monitoring of restrooms. It was the consensus of the committee to review the Beach Attendant job description at the next Personnel Committee meeting. No action taken.

Discussion/Update regarding bids sought for City of Lake Geneva Public Restroom Sanitation Maintenance/Upkeep

Public Works Director Tom Earle gave the committee an update on the public restrooms situation around the downtown area as well as how to best address monitoring restrooms during busy times of the day. Earle reported that an RFP for such services has been let and is waiting to see what responses he will receive. Earle stated that another option is a pool of part timers to monitor the five or six primary restroom locations on a continuing rotating bases throughout the day. No action taken.

Discussion/Update regarding Department of Public Works Seasonal Staff including Hiring Process and Recruitment

Tom Earle reported that his position openings have already been posted and filled. He expressed his belief that, due to the recent rate of pay increase authorized for the positions, he is fully staffed, at the beginning of the season for the first time in three years. He explained that his Department's position announcements are typically placed on the city website, the local newspaper as well as working with local schools to make students aware of the openings.

Adjourn

Motion by Flower to adjourn, second by Skates. Motion carried 4-0. The meeting adjourned at 6:03 p.m.



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 ADMINISTRATOR'S OFFICE
626 Geneva Street**



Dave Nord – cityadmin@cityoflakegeneva.com - 262-249-4098

The City Administrator provides the City with a more efficient, effective and responsible government under a system of a part-time Mayor and part-time Common Council. The Administrator is appointed for an indefinite term by a majority vote of the Council and is subject to removal at any time by a two-thirds vote of the members of the Council. Duties include, but are not limited to the following:

Carry out directives of the Mayor and Council which require administrative implementation.

Administer day-to-day operations of City government including monitoring City ordinances, resolutions, Council meeting minutes, and state statutes. Also assist in the preparation of ordinances and resolutions as needed.

Assist the Mayor and Council in establishing City-wide goals and objectives; ensure that these goals and objectives are implemented on a consistent basis.

Establish administrative procedures to increase the effectiveness and efficiency of City government according to current practices in local government,

Attend various Committee meetings. Keep informed by minutes and/or committee members, of the activities, etc. of all other committees, boards and commissions of the City.

Keep informed concerning current federal, state, and county legislation and administrative rules affecting the City and submit appropriate reports and recommendations to the Council.

Keep informed of federal, state, and county funds available for local programs. Assist department heads and the council in pursuing funding sources.

Represent the City in matters involving legislative and intergovernmental affairs.

Serve as public information officer for the City

Facilitate communications between citizens and City government making sure that complaints, grievances, recommendations and other matters are resolved in a timely manner.

Promote the economic well-being and growth of the City through public/private sector cooperation.

Attend all meetings of the Council, assisting the Mayor & the Council in the performance of their duties.

In coordination with the Mayor, Council and City Clerk, ensure that appropriate agendas are prepared to all meetings of the Council and all Council committees

If action normally requiring Council approval is necessary at a time when the Council cannot meet, the Administrator shall receive directives from the Mayor, or in the absence of the Mayor, from the Council President.

Recommend the appointment, promotion, and the suspension or termination of all City employees who are not subject to personnel decisions by the Board of Police and Fire Commissioners or the Library Board.

Evaluate in conjunction with department heads the performance of all employees on a regular basis; develop and enforce high standards of performance by City employees; ensure that City employees have proper working conditions; and work closely with department heads to promptly resolve personnel problems or grievances.

Assist in labor contract negotiations and collective bargaining issues.

Work with supervisors to assure that employees receive opportunities for training to maintain and improve their job-related knowledge and skills. Act as the approving authority for requests by employees to attend conferences, meetings, training schools, etc.

Responsibility for the preparation of the annual City budget, in in coordination with department heads, and pursuant to state statutes, for review and approval by the Mayor and the Council.

Administer the adopted budget and reporting regularly to the Council on the fiscal status of the City.

Supervising the accounting system of the City ensuring that the system employs methods in accordance with current professional accounting practices.

Serving as the purchasing agent for the City, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the Council and any limitation contained in the state statutes.

Assist the Comptroller in examining investment accounts and reports to ensure compliance with established fiscal policies and procedures.



CITY CLERK'S OFFICE
626 Geneva Street



City Clerk

Lana Kropf - cityclerk@cityoflakegeneva.com – 262-249-4092

Deputy Clerk

Nan Elder – deputyclerk@cityoflakegeneva.com- 262-249-4093

Part Time Front Counter Clerk

Vacant

The City Clerk is directly responsible for a wide variety of City Governmental tasks, which include planning, organizing, and coordinating the activities of the Clerk's Office as defined in State Statutes and City Ordinances. The City Clerk's Office is required to keep a timeline of many State Statute requirements and to see that they are fulfilled accordingly. The City Clerk's Office is responsible for all aspects of the election process from start to finish; liquor and municipal licensure; keeping of records.

Responsibilities of the City Clerk's Office (not all inclusive)

- Custodianship of all City records. Current records are kept in the Clerk's Office, and older information in the record storage rooms at City Hall.
- Preparation of agendas for City Council meetings, plus packets containing related materials and committee minutes and department reports (these packets are posted on the City website prior to each Council meeting); preparation of the official minutes for Council meetings; Council follow-up procedures.
- Preparation of agendas and packets for other standing committee meetings; follow-up including typing of minutes; staffing of meetings as required; posting notices and packet information to the City website prior to meetings as required.
- Preparation of agendas and packets for City committees, boards, and commissions; posting to City website as required; follow-up if necessary.
- Preparation of resolutions and ordinances for Council meetings.
- Filing of all resolutions and ordinances.
- Publication of all legal notices for the City
- Publication and maintenance of updates to the Municipal Code Book of Ordinances for the City of Lake Geneva; liaison with General Code.
- Maintenance of LaserFiche repository for official minutes and Code of Ordinances.

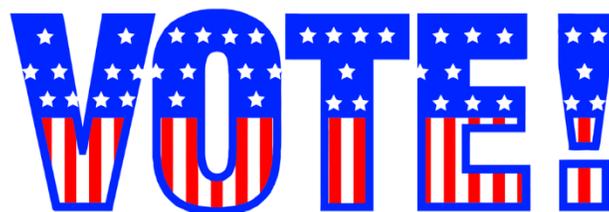
- Maintenance of all City files including minutes, contracts, memoranda of understanding, agreements, etc.
- Posting of all notices as required by State Statutes.
- Administration of all phases of the election process: voter registration and the maintenance of registration information; preparation of the ballots; administration of the absentee ballot process; preparation of legal notices; finding and training poll workers; holding public tests of the voting equipment; preparing the polling places for election day; certification and submission of election results to the Walworth County Clerk's Office; updating voter histories; serving as filing official; maintenance of files; performance of pre-election and post-election procedures in the WisVote program; maintaining ongoing procedural training related to election law changes and WisVote program changes.
- Administration of personnel and property insurance programs; involvement in the loss control program.
- Receiving applications for licenses and permits and issuing them after approval of the Finance, License, and Regulation Committee and Council (if needed).
- Assisting with many of the City contracts.
- Compilation the annual Council Orientation handbook.
- Compilation and publication of all notices as required by State Statute
- Maintenance of the City website, and the City meeting calendar.
- Countersigning all checks for payroll, bills, and utilities.
- Signing all official documents related to purchases, Wisconsin Retirement Fund, contracts, budgets, and other financial documents.
- Compilation of Open Records requests.
- Voting member of the Board of Review.
- Administration of the oaths of office.
- Performance of Notary Public duties for City and citizens.

Clerk's Office Personnel

City Clerk: Lana Kropf

Deputy Clerk: Nan Elder

Part Time Front Counter Clerk: Vacant



FINANCE AND ACCOUNTING DEPARTMENT

The Finance Department consists of (5) full-time employees and (1) part-time employee who are responsible for the financial management and reporting activities of the City.

Finance Director/Comptroller – This employee plans, organizes, and directs the operations of the Finance Department, including disbursement and accounting of municipal funds, billing, account analysis and reconciliations, assists with bi-weekly payroll, and preparation of monthly, quarterly, and annual reports; performs financial analysis, trend analysis, revenue forecasting, debt service planning, financial reporting and related financial management tasks. The Comptroller is also responsible for assisting with the annual audit, Tax Increment District reporting, and assisting the City Administrator in the preparation of the annual budget, capital improvement budget, and formulation of City financial policies.

Treasurer/Financial Analyst – This employee is responsible for property tax collections, payments to other districts, special assessments, and other tax related reporting functions. This position is responsible for cash management, accounts receivable billings, verification of accounts payable invoices for compliance with policies and procedures, account reconciliations, preparing monthly journal entries, preparing daily bank deposits, preparation of department monthly reports, and annual census reporting. This employee is an assistant to the Finance Director/Comptroller; a backup for payroll; and is responsible for Business Improvement District accounting and Cemetery accounting.

Human Resources & Benefits Specialist – This employee is responsible for overseeing and coordinating human resource related activities, including compensation and benefits. This employee processes the bi-weekly payrolls and is responsible for administering health, dental, disability, life insurance, FMLA, COBRA, Wisconsin Retirement and other employee benefits. This position maintains personnel files for all City employees, coordinates wellness programs, assists the City Administrator with the compensation plan, and prepares reports for quarterly and annual tax compliance, non-discrimination testing and ACA reporting.

Front Desk Parking Clerk – This employee is responsible for issuing parking permits, collection and processing payments for parking tickets, processing parking ticket appeals, generating and mailing late notices for parking tickets, and all other functions related to collection efforts for the City parking department. This position also performs customer service for a multitude of tasks at the front counter including: phone calls, daily cash receipting, daily mail distribution, beach passes, boat slips/buoys/kayaks, pet licensing, work permits, Riviera rental security deposits and lease payments. The employee also assists the City Clerk with certain licensing and permits, account reconciliations, backup for accounts payable, updates front counter procedure manuals, and other duties assigned by the Finance Director/Comptroller or City Administrator.

Front Desk Clerk – This employee is responsible for accounts payable data entry and general office filing. This position performs customer service for a multitude of tasks at the front counter including: phone calls, daily cash receipting, daily mail distribution, beach passes, boat slips/buoys/kayaks, pet licensing, work permits, assists the City Clerk with certain licensing and permits, account reconciliations, and other duties assigned by the Finance Director/Comptroller or City Administrator.

Financial Analyst – Part Time – This employee is responsible for accounting functions related to the water/sewer utilities including maintaining vendor records, reviewing, processing and payment of utility invoices, preparing monthly reports for the Utility Commission, preparing monthly journal entries, and account reconciliations. This position also includes customer service for a multitude of tasks at the front counter including: phone calls, daily cash receipting, beach passes, pet licensing, work permits, ordering office supplies, assisting with annual budget worksheets, and other duties assigned by the Finance Director/Comptroller.

BUILDING INSPECTION AND ZONING
OFFICE
626 Geneva Street



Building and Zoning Administrator

Fred Walling – bzadmin@cityoflakegeneva.com - 262-248-3911

Assistant Building Inspector & Code Enforcer

Jim Flower – codeenforcer@cityoflakegeneva.com 262-249-4090

Building and Zoning Administrative Assistant

Brenda Follensbee - bzclerk@cityoflakegeneva.com 262-249-4089

The City Building and Zoning Department is directly responsible for a wide variety of Building Permits & Inspections to include Zoning land use clarification, which comprises of planning, organizing, and coordinating the activities of the Building and Zoning Office. The City B/Z Office is required to keep a timeline of State Statute requirements for the notification of Public Hearing submittals and to see that they are fulfilled accordingly.

Responsibilities of the City Building and Zoning Administrators Office (not all inclusive)

- Zoning review for proper land use and zoning classification.
- Construction plan reviews to verify they meet all facets of the Wisconsin Construction codes to include (construction, plumbing, electrical, and HVAC) for all Commercial and Residential buildings.
- Issuance & Inspection of all permits issued.
- Code enforcement for items regulated under the Municipal Code and Zoning code (property maintenance, unsightly debris, lawns and sidewalks, etc.)
- Regulate monitor the Tourist Rooming House program to include monitoring the websites that list these properties and notify noncompliant owners to register with the TRH program.
- Preparation of agendas for City Plan Commission meetings, plus packets containing related materials and committee minutes and department reports (these packets are posted on the City website prior to each Plan Commission meeting); preparation of the official minutes for Plan Commission meetings; Council follow-up procedures.
- Preparation of resolutions and ordinances for Plan Commission & Council meetings.
- Publication of all legal notices for the City
- Publication and maintenance of updates to the Municipal Code Book of Ordinances and the Zoning Code for the City of Lake Geneva; liaison with General Code.

- Posting of all notices as required by State Statutes.
- Receiving applications for licenses and permits and issuing them after approval of the Tourist Rooming House program.
- Maintain the City Cell Phone contracts.
- Compilation of Open Records requests.
- Maintain all required Wisconsin Inspector Certifications and attend necessary Continuing Education for all certifications held.
- Administer as the liaison between a proposed future project with the necessary departments (Public Works, Utility, City Engineer, and City Planner

Building and Zoning Office

Fred Walling – Building Inspector

Brenda Follensbee – Administrative Assistant

Jim Flower – Assistant Building Inspector / Code Enforcer (Part Time)



City of Lake Geneva

Department of Public Works

1065 Carey St. Lake Geneva WI. 53147

(262)248-6644 f(262)248-4913

Director; Tom Earle. tearle@cityoflakegeneva.com. (262)248-6644 #6410

Superintendent; Neil Waswo. nwaswo@cityoflakegeneva.com. (262)248-6644 #6411

Lead; Brett Behrens. bbehrens@cityoflakegeneva.com. (262)248-6644 #6412

Arborist/Lead; Jon Foster. jfoster@cityoflakegeneva.com. (262)248-6644 #6412

12 Additional Full Time Staff, 5 Part time seasonal staff.

The City DPW is responsible for all public works in the City, which includes all City owned property and buildings, over 43 miles of roadway, right-of-ways, 22 parks and natural areas, sports fields, lakefront, 15 public restrooms, boat launch, piers, cemetery's and the Riviera Ballroom. Along with these responsibilities the Department currently cares for over 7500 trees on City property and composts over 8000 cubic yards of leaves, garden and yard waste yearly.

Responsibilities include but are not limited to;

- Streets
- Buildings
- Snow plowing
- Street sweeping
- Spring and fall brush/leaf pick up
- Public restrooms



- Beach house
- Beach
- Public piers
- Boat launch
- Fleet
- Equipment
- Storm sewer system including over 2000 catch basin structures.
- Traffic signals
- Street signage
- Street striping
- Street lighting
- Public parking lots
- Heavily involved in the many festivals and holidays throughout the year
- Apx 300 public garbage receptacles
- County and State permitting regarding clean water and land conservation
- Management of inter-governmental agreements
- Grave site opening and closing
- Lawns and turf
- City walks and bike trail system

The Department is on-call 24 hours/day, 365 days/year to respond to any and all presenting issues. Support is given to all other departments of the City including Police, Fire, Parking, Building/Zoning, Code Enforcement and Utility.



LAKE GENEVA FIRE DEPARTMENT



THE LAKE GENEVA FIRE DEPARTMENT IS COMPRISED OF APPROXIMATELY 50 PART-TIME PROFESSIONALS WORKING OUT OF TWO STATIONS AND RESPONDING TO 1,600 CALLS ANNUALLY. ADDITIONALLY, THE DEPARTMENT CONDUCTS APPROXIMATELY 2,500 FIRE AND LIFE SAFETY INSPECTIONS ANNUALLY. IN KEEPING CURRENT WITH BEST PRACTICES IN FIRE PREVENTION, MEDICAL SERVICES AND SAFETY, THE MEMBERS OF THE LAKE GENEVA FIRE DEPARTMENT PARTICIPATE IN MORE THAN 3,700 HOURS OF TRAINING THROUGHOUT THE YEAR.

THE LAKE GENEVA FIRE DEPARTMENT IS PROUD TO HOLD AN ISO CLASS 3 STATUS AND TO PROVIDE FIRE SUPPRESSION, PARAMEDIC LEVEL EMERGENCY MEDICAL SERVICES, PUBLIC EDUCATION AND TECHNICAL RESCUE, CONSISTING OF HIGH/LOW ANGLE ROPE RESCUE, TRENCH COLLAPSE, CONFINED SPACE AND WATER/ICE RESCUE, TO THE CITIZENS OF LAKE GENEVA AND GENEVA TOWNSHIP.

WE PROVIDE 24-HOUR STAFFING WITH A MINIMUM OF 3 MEMBERS PER SHIFT. OUR PRIMARY RESPONSE AREA CONSISTS OF APPROXIMATELY 20 SQUARE MILES. HOWEVER, OUR SERVICES ARE AVAILABLE THROUGHOUT NORTHERN ILLINOIS AND SOUTHEAST WISCONSIN VIA MABAS.

MISSION STATEMENT

TO STRENGTHEN OUR COMMUNITY BY PROVIDING THE HIGHEST LEVEL OF SERVICE AND CARE FOR ALL ITS CITIZENS AND BY VALUING OUR FIRE DEPARTMENT MEMBERS, PROMOTING POSITIVE LEADERSHIP, AND DEDICATING OURSELVES TO PERSONAL AND PROFESSIONAL GROWTH EACH AND EVERY DAY.

CORE VALUES

SERVICE

WE BELIEVE A LIFE LIVED IN THE SERVICE OF OTHERS IS OF THE HIGHEST CALLING AND A LIFE TRULY WORTH LIVING.

HONOR

WE DEFINE HONOR IN FOUR WAYS:

- 1. HIGH RESPECT, ESTEEM - WE WILL ALWAYS CONDUCT OURSELVES IN A MANNER THAT EARNS TRUST AND GARNERS HIGH RESPECT AND ESTEEM.*
- 2. PRIVILEGE - WE BELIEVE IT IS A PRIVILEGE TO SERVE AND WE WILL TREAT IT AS SUCH.*
- 3. INTEGRITY - THE QUALITY OF BEING HONEST AND HAVING STRONG MORAL PRINCIPLES.*
- 4. COMMITMENT - WE TAKE AN OATH TO SERVE OUR COMMUNITY AND WILL STRIVE TO FULFILL THAT COMMITMENT WITH EXCELLENCE.*

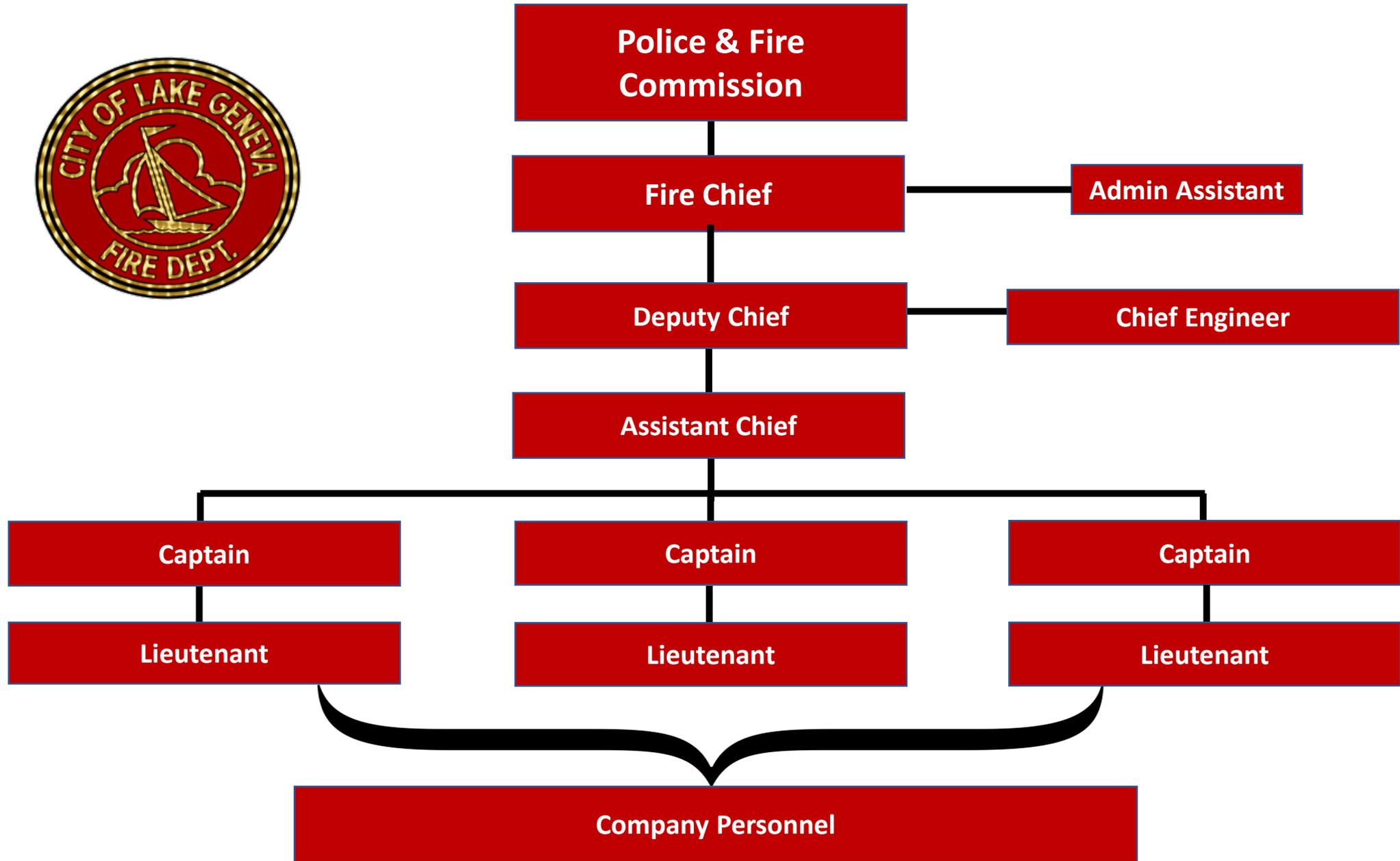
HEART

WE DEFINE HEART IN TWO WAYS:

- 1. TO BE COURAGEOUS, TO HAVE PRIDE IN OUR WORK, TO HAVE AN UNRELENTING WORK ETHIC AND A CONSISTENT AND CONSTANT DRIVE TO BETTER OURSELVES.*
- 2. TO SERVE WITH COMPASSION AND ACCEPTANCE.*

THE LAKE GENEVA FIRE DEPARTMENT PERSONNEL ARE EMPOWERED TO USE OUR GUIDING PRINCIPLES, WHICH ARE:

- 1. TRUST. BEHAVE IN A MANNER THAT BUILDS TRUST IN ALL DEPARTMENT MEMBERS. TRUST THAT ALL DEPARTMENT MEMBERS ARE WORKING TOWARDS THE BEST INTEREST OF THE GROUP.**
- 2. CLEAR, OPEN COMPREHENSIVE STRATEGIC PLANS.**
- 3. RESPECTFUL COMMUNICATION.**
- 4. FACT-BASED DECISION MAKING.**
- 5. ALWAYS WORKING TOWARDS IMPROVING THE DEPARTMENT.**
- 6. PARTICIPATION AND ACCOUNTABILITY.**
- 7. NO ASSUMPTIONS. IF THERE IS A QUESTION, ASK. IF THERE IS A CONCERN, SPEAK UP IMMEDIATELY.**
- 8. HONEST PERSONAL ASSESSMENT.**
- 9. WILLINGNESS AND EFFORT TO CONSTANTLY GROW AND CHANGE PERSONALLY AND PROFESSIONALLY.**
- 10. TEACH WHAT WE LEARN.**



Lake Geneva Public Library
918 W. Main Street



**LAKE GENEVA
PUBLIC LIBRARY**

Library Director

Emily Kornak - ekornak@lakegeneva.lib.wi.us – 262-249-5283

Head of Adult Services

Sara Swanson - sswanson@lakegeneva.lib.wi.us – 262-249-5299 x 6324

Head of Youth Services

Sara Soukup - soukup@lakegeneva.lib.wi.us – 262-249-5299 x 6315

Circulation Services Manager

Kay Stang - kstang@lakegeneva.lib.wi.us – 262-249-5299 x 7129

Technical Services Coordinator

Pam Kingwill - pkingwill@lakegeneva.lib.wi.us – 262-249-5299 x 6325

Administration/Finance Coordinator

Sue Mueller - smueller@lakegeneva.lib.wi.us – 262-249-5299 x 6316

Maintenance

Mike Monohan - monohan@lakegeneva.lib.wi.us – 262-249-5299

Library Assistants I & II

Maria Cordova - mcordova@lakegeneva.lib.wi.us – 262-249-5299

Wendy Finley - wfinley@lakegeneva.lib.wi.us – 262-249-5299

Vicki Miller Blume - vblume@lakegeneva.lib.wi.us – 262-249-5299

Bonnie West - bwest@lakegeneva.lib.wi.us – 262-249-5299

Lynn Vanderloop - lvanderloop@lakegeneva.lib.wi.us – 262-249-5299

Vacant

Shelver

Brad Fell - bfell@lakegeneva.lib.wi.us – 262-249-5299

The Lake Geneva Public Library (www.lakegeneva.lib.wi.us) was established in 1898 through the action of the City Council and Mary Sturges, who deeded her lakefront property to the City of Lake Geneva under the condition that a park and a library are the only uses for the land in perpetuity. The current building was designed by Frank Lloyd Wright protege James Dresser, and built in 1954. **The Lake Geneva Public Library champions lifelong learning and access to information, resources, and services for all community members.**

The library is overseen by a 9-member board of trustees. Currently, six trustees are appointed by the City of Lake Geneva and three trustees are appointed by Walworth County. The library director supervises day-to-day library operations and is required to hold Grade I certification (a master's degree in library science and ongoing continuing education). The library is municipal library, receiving funding from the City of Lake Geneva and additional payments, based on usage, from Walworth and surrounding counties. The library is a member of the Lakeshores Library System, which consists of the public libraries in Racine and Walworth County, and the SHARE Consortium, which adds Kenosha and Rock County public libraries to the system. Card holders may use all libraries in the four-county area and materials are transferred between these libraries for patrons, giving Lake Geneva Public Library patrons access to over 1.4 million items for checkout. The library provides free high-speed WiFi, books, magazines, newspapers, audiobooks, DVDs and BluRays, CDs, and special collections (dolls, STEM kits, ukuleles, WiFi hotspots, Kindles, and more) for patrons to borrow. It also organizes regular programs, events, workshops, and classes for all ages.

More information about public libraries and their administration can be found here:

<https://dpi.wi.gov/pld>

and here:

<https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE02.pdf>

Responsibilities of the public library (not all inclusive)

- Development and maintenance of all circulating collections (print, audiovisual, and other materials) and ensure access of all materials to library patrons
- Management of annual operating budget (administrative, technology/IT, building, collections, marketing and programming, personnel)
- Monthly board of trustees meetings (stewardship of public funds; transparency, open meeting compliance, community representation, library policies and future initiatives)
- Compliance with state and local library statutes and standards
- Programming and event planning that support lifelong learning, education, literacy (including reading as well as digital literacy and financial literacy), and community building, as well as focusing on ways to innovate and collaborate (among patrons as well as with other community organizations and businesses)
- Manage confidential patron and employee records and databases and advocate for protection of privacy; management of all collection inventory and circulation
- Answer reference, reader advisory, and all other questions from the public
- Serve as archives for local history
- All marketing and public relations for library programs and events, including press releases, graphic design, printing, email newsletters, social media, outreach
- Maintenance of the library website
- Contribute to library system management via the Librarian Advisory Council

- Continually evaluate resources and services for effectiveness in meeting community needs



“Google can bring you back 100,000 answers. A librarian can bring you back the right one.” - Neil Gaiman, author

“Democracy depends on an informed population. And where can people get all the information they need? -At the library.” - Elliot Shelkrot



Lake Geneva Utility Commission

Dennis Lyon, President
Josh Gajewski, Utility Director

Jeff Ecklund, Water Superintendent
Ken Bauman, Wastewater Superintendent

361 W. Main Street P.O. Box 187 Lake Geneva, WI 53147 Phone (262) 248-2311
www.lgutilitycommission.com

The Lake Geneva Utility Commission operates under the general control of the Common Council as granted by City Ordinance, while the entire charge and management of the Water and Wastewater Utilities is provided by the Utility Commission. The Utility Commission consists of the Mayor, two alderpersons, the City Administrator and three citizen representatives appointed by the Mayor and confirmed by the Council. The Utility Commission routinely meets the 3rd Wednesday of each month at 4 p.m. in Room 2A at City Hall.

CURRENT COMMISSIONERS (2019)

Dennis Lyon – President Mayor Tom Hartz Ald. Cindy Flower Ald. Rich Hedlund
Ann Esarco – Secretary Mark Johnson City Administrator David Nord

The Utility Commission employs a full-time staff of 12 that handles the operations and maintenance, capital projects, billing and administration duties of Lake Geneva's drinking water and wastewater systems; serving a customer base of approximately 4,400 accounts.

Utility Director – Josh Gajewski Water Superintendent – Jeff Ecklund
Wastewater Superintendent – Ken Bauman Utility Office Manager – Jo Busch
Meter Foreman – Brandon McKaig Billing Clerk - Wendy Nowak
Wastewater Operators – Derek Furger, Matt Koehn, Vacant
Water Operators – Scott Eckert, Mike Arenz, Vacant

Our office staff are the first point of contact for our customers and the many contractors we work with. The staff coordinate all things ranging from meter reads and billing, fee and payment collections, account delinquency and disconnection, as well as bulk water and hauled septage sales. The office handles all customer database updates resulting from changes in tenancy and real estate closings and works closely with our field staff to facilitate meter exchanges, service calls and other general inquiries. Customers in the city receive utility bills on a quarterly basis, issued from our office in January, April, July and October. Paperless billing and electronic payment solutions are two new options being offered to customers, along with our standard in-office and mail payment options.

The municipal drinking water system is a DNR registered public water supply and is regulated through the Wisconsin Public Service Commission and DNR Administrative Code. Operations within the drinking water system average 1.3 million gallons per day, peaking at roughly 2 million gallons per day during the summer. Customer's potable water originates from a network of four groundwater wells, which is then pumped through the treatment plant's aeration and filtration equipment to facilitate the removal of iron and manganese, before it is disinfected and finally delivered to homes and/or businesses through a distribution system consisting of just over 61 miles of water main and three elevated storage tanks.

The municipal wastewater collection system and treatment operations are regulated through the DNR Administrative Code and the Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued to the treatment plant. Through a system of 52 miles of main and eight lift stations, 1.4 million gallons of sanitary sewage are collected and treated on a daily average. Once at the treatment plant, wastewater is processed through a series of mechanical and biological treatment processes before it is discharged to groundwater through eight seepage cells. Biosolids that are generated through treatment are further processed and stored for annual land application.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority