



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

PERSONNEL COMMITTEE
TUESDAY, OCTOBER 1, 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 September 3, 2019 Personnel Committee Meeting
5. Discussion/Recommendation regarding City of Lake Geneva Employer Clinic
6. Discussion/Recommendation regarding central storage of the following personnel related files:
 - a. Applications/Resumes
 - b. Performance Reviews
 - c. Employee Handbook Acknowledgements
 - d. Copies of Certifications
 - e. Salary Change Forms
 - f. Copy of Driver Licenses for departments requiring license endorsements
7. Discussion/Recommendation regarding job descriptions for the positions of Beach Attendant and Beach Lead
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: **Lead Financial Analyst/Treasurer & Human Resources/Benefits Specialist**
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
TUESDAY, SEPTEMBER 3, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

The September 3, 2019 meeting of the Personnel Committee meeting was called to order by Chairperson Proksa at 4:31 p.m.

Roll Call

Present: Proksa, Straube, Halverson, Flower and Skates

Absent: None

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

None

Approval of the minutes from the August 6, 2019 Personnel Committee Meeting

Motion by Skates to approve the minutes of the August 6, 2019 Personnel Committee meeting, second by Halverson. Motion carried 5-0.

Update on recruitment of Permanent Harbormaster (job posting locations, number of candidates, posting end date, etc.)

City Administrator Nord noted that the job has been posted since the end of August. The notice was posted in the paper, on the City website, and the City Facebook site. He added that there were two interviews as of today and that the job will remain posted for the next couple of weeks. No action taken.

Update on Riviera Event Manager job share

City Administrator Nord stated that Stephanie Copsey's contract will expire in mid-October and is going to the Tourism Commission for a potential renewal. Once that group has met he will know more on how to move further. He also asked that she prepare a job description just to outline what all the job entails. Flower noted that this is a significant increase for only showing the Riviera and would like to see the bookings that are coming in. No action taken.

Update of Organizational Chart reflecting permanent Harbormaster Position/Lakefront Superintendent, Event Manager, and Beach Supervisory

City Clerk Kropf noted that she had developed a Lakefront Operations Organizational Chart as proposed with the idea of the new Harbormaster position. Skates asked if the beach manager position would be changing and Proksa noted that there would be changes to some positions moving forward. No action taken.

Update on new beach responsibilities/job description changes

Director of Public Works Earle stated that he is looking to expand the beach attendants' responsibilities to include bathroom maintenance. He noted that he had about half a dozen complaints over the Fourth of July weekend. The beach staff has taken the responsibility beach bathrooms, but none of the others in the area. Earle stated that he is proposing that the beach staff be labeled as "Lakefront Staff". This would enable the City to have these positions responsible for maintenance from West End Pier to the berm. He is hopeful that having this staff available will avoid the "accumulation" in the bathrooms that lead to

unsanitary situations. Proksa would like staff to develop a job description for the lakefront staff. Earle noted that he feels that the current rate is competitive. No action taken.

Future Agenda Items

None

Adjourn

Motion by Skates to adjourn the meeting of the Personnel Committee meeting, second by Halverson. Motion carried 5-0. The meeting adjourned at 5:04 p.m.