



City of Lake Geneva, 626 Geneva St, Lake Geneva, Wisconsin- 262.248.3673- [www.cityoflakegeneva.com](http://www.cityoflakegeneva.com)

**PERSONNEL COMMITTEE  
TUESDAY, SEPTEMBER 3, 2019 – 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. Approval of the minutes from the August 6, 2019 Personnel Committee Meeting
5. Update on recruitment of Permanent Harbormaster (job posting locations, number of candidates, posting end date, etc.)
6. Update on Riviera Event Manager job share
7. Update of Organizational Chart reflecting permanent Harbormaster Position/Lakefront Superintendent, Event Manager, and Beach Supervisory
8. Update on new beach responsibilities/job description changes
9. Future Agenda Items
10. Adjourn

*This is a meeting of the Personnel Committee.  
No official Council action will be taken; however, a quorum of the Council may be present.*

cc: Aldermen, Mayor, Administrator, Attorney, Media

**PERSONNEL COMMITTEE MINUTES**  
**TUESDAY, AUGUST 6, 2019 – 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

The meeting of the Personnel Committee was called to order by Alderperson Skates at 4:31 p.m.

**Roll Call**

Present: Skates, Halverson, and Flower

Absent: Proksa and Straube

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

None

Approval of the minutes from the July 2, 2019 Personnel Committee Meeting

Motion by Flower to approve, second by Halverson. No discussion. Motion carried 3-0.

Discussion/Recommendation regarding permanent position of the Harbormaster

City Administrator Nord noted that this is the final draft for the job description and that he did not receive any feedback on the description. Flower noted that there was talk about having a recreation department at some point in time and felt that this position could take some of those responsibilities as well. She would like to see this position take responsibility for the bike/pedestrian plan and the facilitation of Veteran's Park. The committee discussed concerns over if the position would be full time or part time or even a contracted position. The Finance Director expressed concern with how this position would be financed.

Motion by Skates to approve the Harbormaster job description as a part-time position with the hours worked not to exceed 1,200 and refer to the Finance, Licensing, and Regulation Committee for approval, second by Flower. Motion carried 3-0.

Discussion/Recommendation regarding Riviera Events Coordinator position

City Administrator Nord stated that Stephanie Copsey has been handling this task as an independent contractor. He asked that this continue as an independent contractor versus a city employee. He is hopeful to have the Tourism Commission continue to fund her work through grants. No action taken.

Discussion/Update regarding City Health Insurance

Finance Director Hall noted that the City's benefits consultants indicated that the city should continue with the current insurance as changing could harm the City's ability to find affordable health insurance. She added that the quotes won't be available until sixty days before the new year. Due to the City not knowing the costs until mid-October, it was suggested that the City earmark 10% in the budget for the health insurance cost. The benefits consultants will be presenting to the Personnel Committee in September. No action taken.

Discussion/Update regarding City Employer Clinic

City Administrator Nord noted that there has been a slight increase in the recent months and the most common complaint is still the hours of availability.

Future Agenda Items

-City Employer Clinic

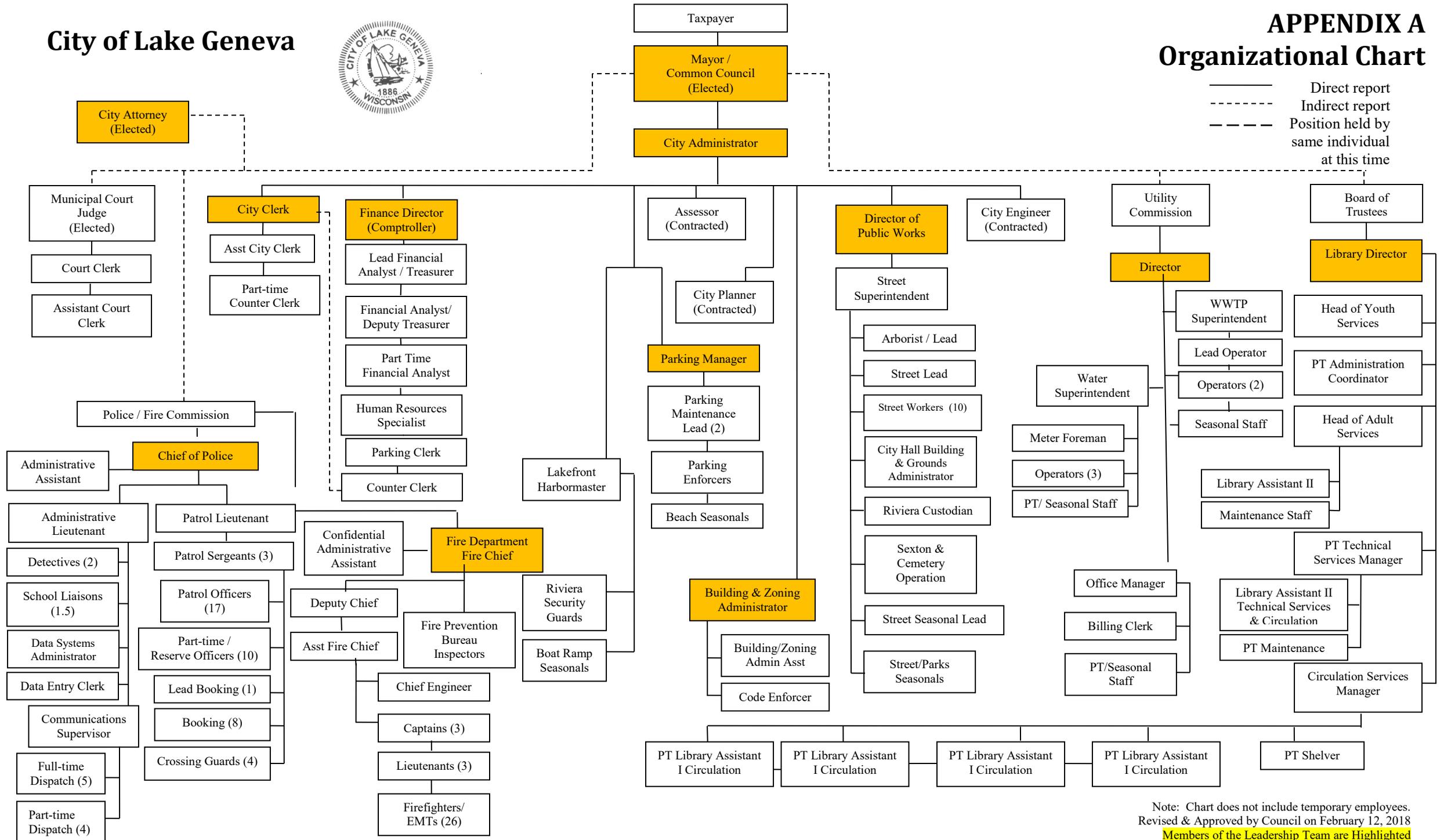
Adjourn

Motion by Halverson to adjourn, second by Flower. Motion carried 3-0. Meeting adjourned at 5:39 p.m.

# 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



### City of Lake Geneva Lakefront Operations Organizational Chart

