



**Personnel Committee**  
**Tuesday, June 5, 2018 – 4:30 PM**  
**City Hall, Conference Room 2A**

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

**Agenda**

1. Meeting called to order by Chairperson Proksa
2. Roll Call
3. Comments from the public limited to 5 minutes, limited to items on this agenda
4. Approve the Personnel Committee minutes from May 8, 2018, as prepared and distributed
5. Update on City Hall Work Space
6. Discussion/Action/Recommendation on advance filling likely Public Works Department Vacancy
7. Out-of-State Travel:
  - a. iWorQ Training for Building & Zoning Clerk
  - b. ICMA Conference for City Administrator
8. Discussion/Action/Recommendation on Employee Health Benefits including:
  - a. Claims Paid 6 Month Rolling Average
  - b. Transition to State Health Insurance Pool
  - c. Wellness Program with HealthCheck 360
  - d. Transparency Program with DirectPath
  - e. July 1, 2018 COBRA rates
  - f. Working Spousal Surcharge Resolution
  - g. Employee Premium Share Resolution
  - h. Report from Monthly Employee Health Benefits Group Meeting
9. Future agenda items and meeting date
10. 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: Jim Flower, Code Enforcement Officer / Assistant Building Inspector
11. Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session
12. 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.*

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**Personnel Committee Minutes  
Tuesday, May 8, 2018 – 4:30 PM  
City Hall, Conference Room 2A**

Meeting called to order by Chairperson Proksa at 4:30 pm

**Roll Call:** Chairperson Proksa, Flower, Halverson, & Straube.

Absent: Ald. Skates, Also present: Administrator Oborn, Mayor Hartz, Finance Director Hall

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

None

**Approve the Personnel Committee minutes from February 6, 2018, as prepared and distributed**

Motion to approve the February 6, 2018 Personnel minutes by Halverson, second by Straube.

Motion carried 4-0.

**Update on City Hall hiring**

Administrator Oborn reported three positions being filled 1). Human Resources position has been offered, 2). Part-time front office for Clerk almost filled and 3.) New full-time full-time counter person is good fit and an excellent hire.

**Discussion/Action/Recommendation on Employee Health Benefits costs and programs including:**

**Claims Paid 6 Month Rolling Average**

Oborn explained 3 fold effort to drive down the costs.

**Aurora Clinic**

Oborn to email them report, but not getting a lot of usage.

**Transition to State Health Insurance Pool**

**Premium Share Resolutions**

July 1, 2018 COBRA rates and corresponding Working Spousal Surcharge and Employee for next meeting

Oborn stated there are several options for the city to select from.

Request for Oborn to bring the benefit plan numbers to the next meeting

**Report from Employee Health Benefits Group Meeting**

Employees requested dropped 4% because no premium share

**Discussion/Action/Recommendation City of Lake Geneva Employee Handbook change in Section 603 for Overtime pay when working on Saturdays and Sundays (*Requested by Public Works and Utility*)**

Motion to approve as amended by Halverson, second by Straube. Motion carried 3-1. Flower no.

**Next meeting date on June 5, 2018**

**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: Jim Flower, Code Enforcement Officer / Assistant Building Inspector**

Motion by Straube to go into closed session at 5:00 pm, second by Halverson. Motion carried unanimously.

**Motion to return to open session pursuant to Wisconsin Statutes 19.85 (2) and take action on any items discussed in closed session**

Motion to return into open session at 6:10 pm by Halverson, second by Straube via Roll Call. Motion carried 3-0.

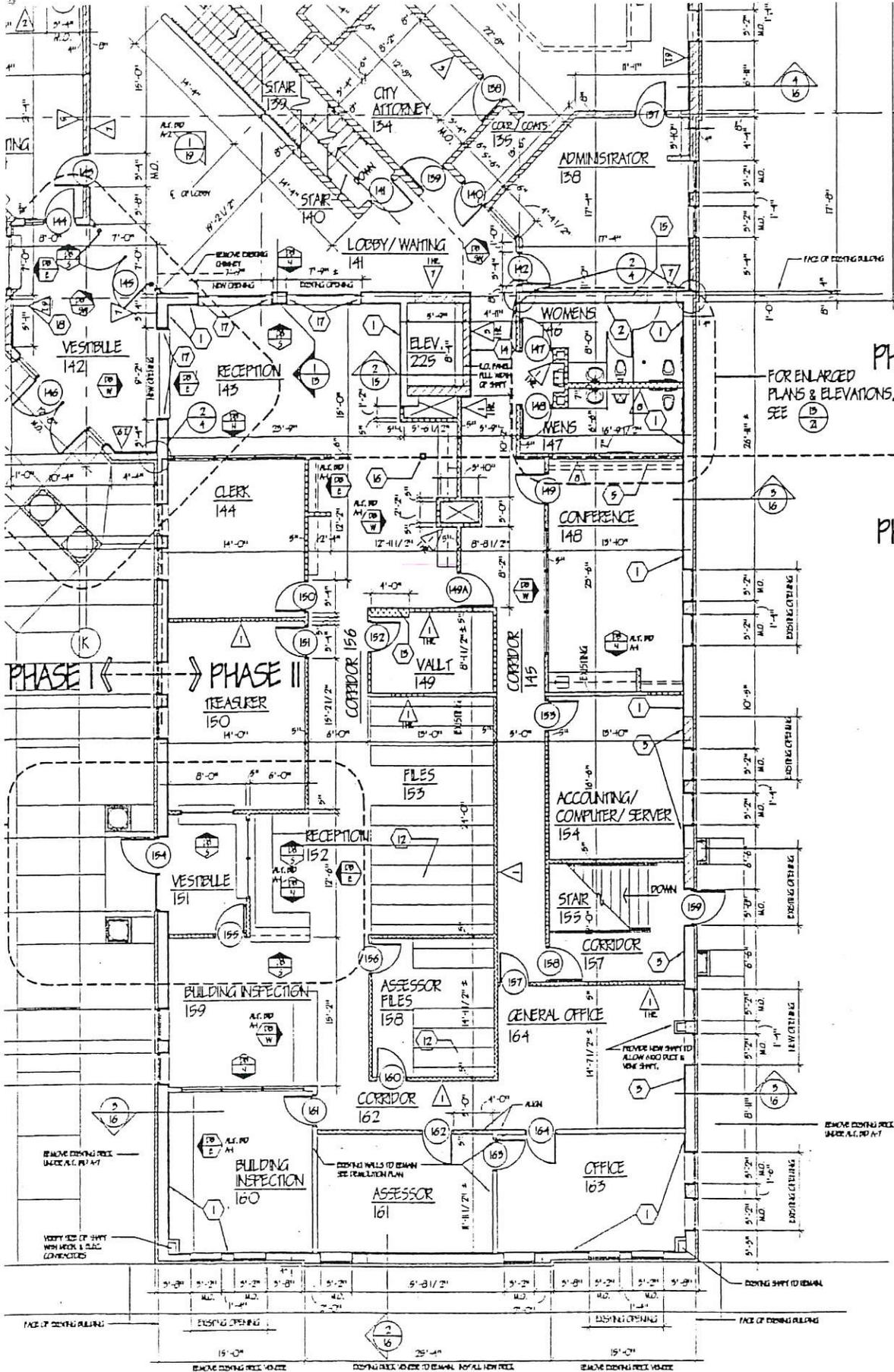
No action taken on closed session items.

Motion to adjourn by Halverson at 6:11 pm, second by Straube. Motion carried 3-0.

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

*5/21/2018 1:30 pm*

cc: Aldermen, Mayor, Administrator, Attorney, Media



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4

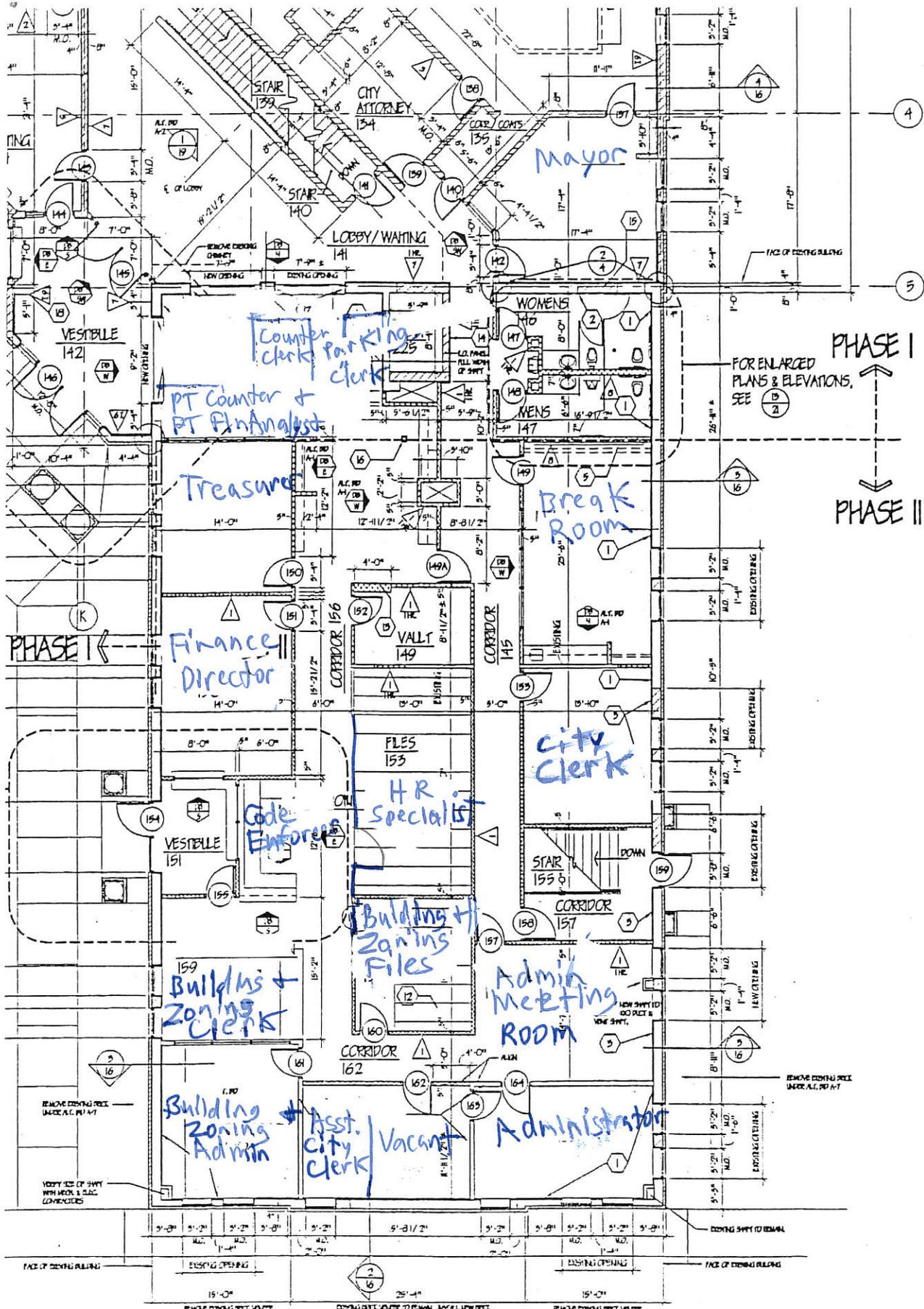
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  - 17 WRAP GYP
  - 18 USE 5/8"

**PHASE I**  
FOR ENLARGED PLANS & ELEVATIONS, SEE (2)  
**PHASE II**

City Hall original  
work space plan

FLOOR PLAN

10031097



- KEYNOTE**
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  - 18 USE 5/ 8"

# City Hall Current Work space plan

FLOOR PLAN

10031097

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## Building and Zoning Clerk

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**From:** Rachel Worthington [rworthington@iworq.com]  
**Sent:** Friday, April 20, 2018 9:17 AM  
**To:** Building and Zoning Clerk  
**Subject:** iWorQ User Conference

Dear Brenda,

I wanted to inform you about **our annual user conference, iWorQ Summit**, that is being held **July 31<sup>st</sup> to August 1<sup>st</sup>** this year. This event is a perfect time to receive personal one-on-one trainings for yourself and your agency, resolve any concerns or problems you may have, and attend informational classes to better utilize iWorQ. The conference gives you a chance to meet the iWorQ staff and other iWorQ users from across the nation. This is an event that will be beneficial to all iWorQ users and you won't want to miss!

**Attendees can register at a discounted price of \$100 before July 1<sup>st</sup>**, which includes catered meals, classes, trainings, and excursions.

[Click here to register](#) or [click here to visit our conference website](#) to learn more information.

If you have any questions, feel free to contact me by e-mail or call me at 888-655-1259. I hope to see you there!

Thanks,

Rachel Worthington | Marketing Executive

888.655.1259

[rworthington@iworq.com](mailto:rworthington@iworq.com) | [www.iworq.com](http://www.iworq.com)



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**\$100 per attendee**

**\$150 after July 1st**

This includes

- ✓ Lunch + Dinner on Tuesday and Wednesday
- ✓ Beginner and advanced solutions training classes
- ✓ Personalized one-on-one trainings
- ✓ Excursions such as golfing, spa trip, or a trip to Bear Lake

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## Airport

The closest airport is Salt Lake City International Airport. It is a 1.5 hour drive from Logan.

The Salt Lake Express is a shuttle that will take you from the airport to any hotel in Logan.

## Hotel

The Spring Hill Suites at the Marriott have reserved rooms for the iWorQ Summit at a group rate of \$124 a night until July 16th.

Make your reservations to save your spot.

[CLICK HERE](#)

Conference Agenda (\*Subject to Change\*): Tuesday, August 1, 2017 - 2018 Agenda coming soon!

- 8:30-9:00 Registration (Lobby)
- 9:15-9:45 Introduction to Conference and iWorQ Staff (Mahogany)

**BREAK OUT SESSIONS**

TIME	Elm	Juniper	Cottonwood	Mahogany
10:00-10:30	PERMIT AND CODE - What's new, what's coming - Jared/Ted	WORK AND ASSET - What other cities do - John	One-on-one Training	FLEET - Facility Visit - Cache County (meet in Lobby; 1 hour)
10:30-11:00	PERMIT - What other cities do - Nikki	WORK MANAGEMENT - What's new, what's coming - Jared/Ted	One-on-one Training	
11:00-11:30	CODE - What other cities do - Nikki	WORK MANAGEMENT - Intro to work management - Mike	One-on-one Training	Field Pavement Survey (meet in Lobby; 1 hour) - Rex
11:30-12:00	PERMIT - Intro to Permits - Jake/Ty	WORK AND ASSET - Intro to Pavement, Signs, and other assets - Connor/Joel	One-on-one Training	FLEET - Intro to Fleet - Makayli
<b>12:00-1:00 LUNCH PROVIDED BY IWORQ - Mahogany/Redwood</b>				

**BREAK OUT SESSIONS**

	Elm	Juniper	Cottonwood	Mahogany
1:00-1:30	CODE - Intro to Code Enforcement - Adam/Scott	WORK AND ASSET - What to track - Rex/Kort	One-on-one Training	FLEET - What's new, what's coming - Jared/Ted
1:30-2:00	LICENSING- Intro to Licenses - Steve	FLEET - Tracking work and inventory - John	One-on-one Training	CITIZEN ENGAGEMENT - New Interface - Jared/Ted

2:00-2:30	PERMIT AND CODE - Forms and Letters - Nate	WORK AND ASSET - Sewer Management - Jared	One-on-one Training	FLEET - Vehicle Replacement Rating (VRR) - John
2:30-3:00	<b>Break</b>	<b>Break</b>	<b>Break</b>	<b>Break</b>
3:00-3:30	PERMIT AND CODE - Applying for permits online or via Web Forms - Josh	WORK AND ASSET - Pavement Condition Assessments - Rex/Kort	One-on-one Training	Collecting Storm Water Data: Manholes, inlets, drainage, outfalls, etc. - Garyn
3:30-4:00	PERMIT - Using iWorQ for inspections, activities, and checklists - Nikki	WORK AND ASSET - Using Maps and GIS with iWorQ - Ted/Nate	One-on-one Training	Stormwater Permits - SWPP and illicit discharge - Garyn
4:00-4:30	PERMIT AND CODE - Plan review and annotation - Nikki	FLEET - Using Request and Reports - John	One-on-one Training	Idaho LHTAC Group Discussion - Pavement and Sign Management - Adam

5:00 - 6:30	Dinner - PROVIDED BY IWORQ
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Wednesday, August 2, 2017

**BREAK OUT SESSIONS**

TIME	Elm	Juniper	Cottonwood	Mahogany
8:30-9:00	PERMIT – Permit portal for contractors and citizens - Alex	Using Citizen Engagement to report issues and submit work orders - John	One-on-one Training	
9:00-9:30	Using Citizen Engagement to submit plans - Alex	WORK AND ASSET – Stormwater Management MS4 - John	One-on-one Training	CITIZEN ENGAGEMENT – Mobile App - Brady
9:30-10:00	PERMIT – Tracking Contractor Licenses - Josh	WORK MANAGEMENT – Using Mobile Devices in the Field – Adam/Scott	One-on-one Training	
	<b>10:00 – 11:00 TEAM BUILDING ACTIVITY – Mahogany/Redwood</b>			
TIME	Elm	Juniper	Cottonwood	Mahogany
11:00-11:30	PERMIT AND CODE – Inspections and Checklists - Mobile Devices Adam/Scott	WORK AND ASSET- How to collect and manage GPS data - Garyn	One-on-one Training	
11:30-12:00	PERMIT AND CODE – Parcel data and Mapping – Ted/Nate	FLEET – How to upload and import fuel data - John	One-on-one Training	
	<b>12:00-1:00 LUNCH PROVIDED BY IWORQ – Mahogany/Redwood</b>			
TIME	Elm	Juniper	Cottonwood	Mahogany
1:00-1:30	LICENSE – License Renewals (In office and online) - Nikki	FACILITY MANAGEMENT – Tracking facilities - John	One-on-one Training	

1:30-2:00	PERMIT AND CODE - Reporting - Brittany	WORK AND ASSET/FLEET - Reporting - Clint	One-on-one Training	
<b>TIME</b>	<b>Elm</b>	<b>Juniper</b>	<b>Cottonwood</b>	<b>Mahogany</b>
2:00-2:30	Basic troubleshooting - internet browsers, keyboard shortcuts, pop up blocker - Alex	Basic troubleshooting - internet browsers, keyboard shortcuts, pop up blocker - John	One-on-one Training	
2:30-3:00	PERMIT AND CODE -GROUP Q+A Forum & Evaluation Forms	WORK AND ASSET - GROUP Q+A Forum Evaluation Forms	One-on-one Training	FLEET - GROUP Q+A Forum Evaluation forms
	<b>3:00 – 9:00 POST CONFERENCE EXCURSIONS - Provided by iWorQ. Please sign up in advance at registration table</b>			

7.6.



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# About ICMA Annual Conference

The largest gathering of local government professionals in the world.

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Each year, through its highly praised Annual Conference, ICMA continues its tradition of offering an abundance of educational, information-sharing, and networking tools to help you manage your community in today's complex environment.



ICMA's President invites you to join us at the ICMA Annual Conference, where you'll get the tools, tips, information, and resources you pick up at the conference—in addition to the opportunities for professional and personal renewal and networking—are more important than ever.

In addition to daily keynote sessions, educational and Solutions Track sessions, roundtable discussions, ICMA University workshops and forums, field demonstrations, and numerous demonstrations of technology applications that you have come to expect, ICMA's Annual Conference will offer you new opportunities to help fulfill your commitment to career-long learning. You will hear about the innovative ideas and practical strategies you need to deal with the challenges facing local governments today. ICMA's Annual Conference is an educational and networking opportunity that you can't afford to miss!

## Our Testimonials

Read what some of your colleagues have said about the lasting value of attending the ICMA Annual conference.

[For first time attendees](#)

## ICMAtv PROGRAMMING



ICMAtv made its debut at the 2006 Annual Conference in San Antonio, featuring a wrap up of each day's conference events and reports on local government issues from around the world. Again this year, ICMA will partner with WebsEdge, a global film and broadcasting company based in Washington, D.C., and London, to produce ICMA TV, a daily television program that will air during the 103rd ICMA Annual Conference in San Antonio/Bexar County, Texas, October 22-25. The four days of programming will feature interviews with key speakers and leaders, news and color commentary from the conference floor, thought leadership films from private and federal government organizations, and prerecorded films highlighting innovative communities. Episodes will be screened throughout the Henry B. González Convention Center, as well as in select guest hotels and online.

ICMAtv Executive Producer Stephen Horn has worked through the United States and the United Kingdom, notably as a producer for the BBC. Says Horn, "We are very excited about ICMA TV. The shows are an opportunity to bring delegates closer to the issues that affect them and enhance their conference experience."

In addition to being featured in the daily ICMA TV conference programs aired onsite, on [ICMATV.com](http://ICMATV.com), and on the ICMA YouTube channel, communities that chose to develop a pre-recorded segment find that the final films make outstanding promotional or informational pieces that can be used to showcase their community or for outreach, fundraising or partnership proposals, marketing, recruitment, and other purposes.

If you are interested in creating a film segment, contact Sallie Nelson at WebsEdge at [sally@websedge.com](mailto:sally@websedge.com). If you have any questions about ICMA's partnership with WebsEdge, contact Michele Frisby at ICMA, [mfrisby@icma.org](mailto:mfrisby@icma.org).

### **Designing a More Sustainable Annual Conference.**

ICMA continues to reduce the carbon footprint of the Annual Conference. The hotels, convention center, show decorator, and other vendors with whom ICMA contracts services each maintain an ongoing commitment to sustainable practices. ICMA's printed materials,

signage, and decorations are recycled or recyclable, and session handouts are distributed electronically.

## AICP-CM Credits

ICMA has registered with the American Planning Association's professional institute, the American Institute of Certified Planners (AICP), to be a provider of Certification Maintenance (CM) credits. AICP members will be able to earn CM credits for approved programs at ICMA's Annual Conference. A note will appear closer the conference at the end of each conference offering that has been approved through AICP's review process.



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through  
leadership,  
management,  
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ICMA'S 104TH ANNUAL CONFERENCE

# Baltimore, Maryland

THE WORLD'S FOREMOST PROFESSIONAL DEVELOPMENT OPPORTUNITY FOR LOCAL GOVERNMENT LEADERS

SEPTEMBER 23-26, 2018

Baltimore Convention Center

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THE MOST

Register by  
JULY 12

REGISTRATION  
OPENS

at [icma.org/conference](http://icma.org/conference)

ICMA  
conference

BALTIMORE  
104th Annual Conference  
SEPTEMBER 23-26 2018

# An Invitation from ICMA's President



It is a pleasure to invite you and your family to Baltimore, Maryland, and ICMA's 104th Annual Conference, the go-to event for leaders of cities, towns, and counties of all sizes around the world. ICMA is the premier association of professional local government leaders, and our conference is an indispensable forum for colleagues to interact as we pursue our common task of building sustainable communities and improving the lives of people worldwide. This year's conference will include a special focus on creating smart communities that last and where people of all ages can live and thrive together.

In addition to stimulating keynote speakers, the conference program features a vast variety of educational opportunities, including many sessions with international relevance and colleagues from around the world sharing their best practices. The exhibit hall offers a panoply of products and services, including the Solutions Track theaters featuring programs by our corporate partners. Add a full calendar of social, networking, and recreational activities, and you can see that the conference will offer more opportunities for professional development and personal rejuvenation than the four days will allow!

The conference also takes advantage of Baltimore's numerous attractions for you and your family. Be sure to arrive early for the Saturday evening event at the Maryland Science Center and stay for the closing social event on Tuesday evening at the B&O Railroad Museum. In addition, Baltimore is only a one-hour drive from Washington, D.C., which offers the Smithsonian Museum and many other attractions.

When we are not in sessions, the ICMA conference provides the chance to see old friends, make new friends, and learn from colleagues and guests from around the world. My travel to international and U.S. regional conferences on behalf of ICMA has been a constant reminder of the value that professional management brings to each of our communities. Our laws, forms of government, and challenges may differ, but the spirit of professional local government management thrives and is demonstrated by our members everywhere.

I thank you for your commitment to this profession and to the ethics we embody, and I invite you to be a part of this year's conference in Baltimore, where you will benefit from the greatest forum for local government leaders.

A handwritten signature in black ink, appearing to read "Deje". The signature is fluid and cursive, written over a light-colored background.

David Johnstone  
ICMA President  
Outgoing City Manager, Candiac, Québec, Canada



# Conference Planning Committee Welcome



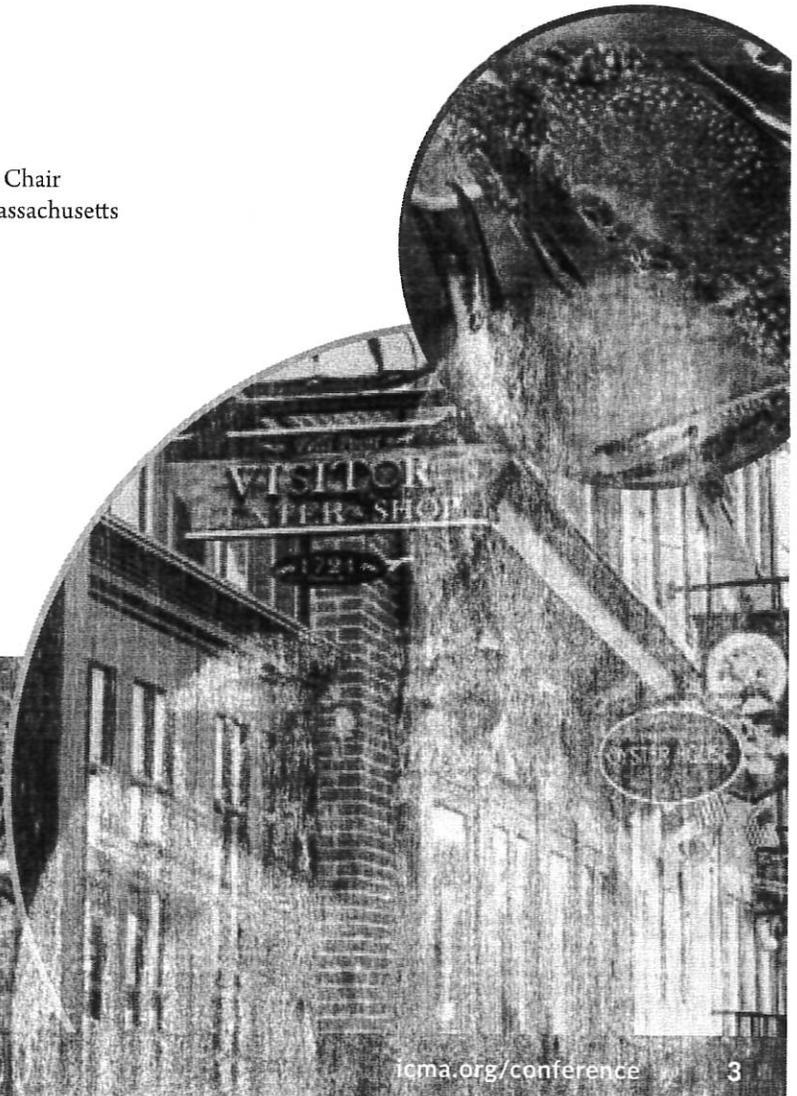
Baltimore, known as Charm City, is a fantastic location for the 2018 ICMA Annual Conference. The conference is planned around the city's stunning Inner Harbor area, with access to history, free museums, Harbor Place, the Maryland Science Center, the National Aquarium, Camden Yards, and great neighborhoods, including Fell's Point. And, of course, with easy access to Washington, D.C.

With the help of the Host Committee, the Conference Planning Committee is planning a conference that focuses on smaller communities, international linkages, and a diverse list of programs and speakers. The main themes are sustainable communities and building communities that last; equity and social inclusion; the changing workforce; redefining community engagement; smart communities, and the challenges and responsibility of putting your well-being first. Career tracks are focused on assistants/early-career professionals, county managers, senior/credentialed managers, and small-community managers.

In addition to the great conference the Planning Committee is putting together, the Host Committee has selected some fantastic sites for the evening receptions. Be charmed! Join us in Baltimore, September 23–26, 2018. I look forward to seeing you there!

A handwritten signature in black ink, appearing to read "Jim Malloy".

Jim Malloy  
Conference Planning Committee Chair  
Town Manager, Westborough, Massachusetts



# Program Overview

ICMA's 104th conference, like those before it, will offer attendees an abundance of innovative ideas and practical strategies for managing local governments in today's complex environment while also providing countless opportunities for professional and personal renewal and networking.

To help you fulfill your commitment to career-long learning and lead your community in light of today's challenges, this year's event, featuring a program developed by the 2018 Conference Planning Committee, supports the abundance of educational, information-sharing, and networking offerings you have come to expect, including stimulating daily keynote presentations, informative concurrent educational and Solutions Track sessions, interactive roundtable discussions, films, skill-building ICMA University workshops and forums, and assorted field demonstrations. Engaging session formats and presentation styles, combined with the use of social media and other technologies, will maximize your opportunities to network and exchange ideas with colleagues.

## Concurrent Educational Sessions



In addition to sessions offered by ICMA's programs, affiliates, and partners, this year's conference will feature educational sessions addressing several of the issues facing local government managers in **theme tracks** developed by the 2018

Conference Planning Committee:

- Creating Communities That Last
- Equity and Social Inclusion
- Not Your Grandparents' Workforce
- Redefining Community Engagement: From the Couch to Town Hall Meetings
- Smart Communities: What Are They?
- The Challenges—and Responsibilities—of Putting Your Well-Being First

The conference program also includes **career tracks** of educational sessions designed specifically for

- Assistant Managers
- County Managers
- Senior Managers/ICMA Credentialed Managers
- Small-Community Managers



## ARE YOU UNABLE TO ATTEND THE CONFERENCE IN PERSON?

If you cannot attend the conference in person, this is your opportunity to continue your learning and networking on your

**VIRTUAL**  
**ANNUAL**   
**CONFERENCE**

own time. The 2018 Virtual ICMA Annual Conference will take place during the on-site event, September 23–26. ICMA will live stream all four keynote sessions and both afternoon featured speakers, as well as the video and synced PowerPoint presentations of 16 educational sessions.

Although the Virtual Conference is not a substitute for the "on-the-ground" skill-building, networking, and social opportunities that ICMA's Annual Conference offers, it will enable you to access the same quality content and experience the conference highlights. Look for the  icon throughout this program to identify sessions that will be part of the Virtual Conference.

### A Learning Tool for Your Staff

To get the most out of this benefit, for just one fee you can use the live-streaming 2018 Virtual Conference to share professional development with your staff. This cost-effective method of providing interactive and ongoing education to your staff is a win-win for everybody!

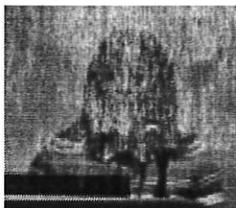
Register online at [icma.org/conference](http://icma.org/conference).

## Learning Lab



Stop by the conference's Learning Lab sessions (each set up in its own room to enhance acoustics), and join an audience at your choice of short presentations (listed on page 13) that will provide "how-to" steps to accomplish your goals.

## Afternoon Featured Speakers



After lunch on Monday and Tuesday, enjoy an inspirational presentation from the featured speakers (see page 9), experts in their fields who are noted for their presentation skills and will speak on topics related to the conference's themes.

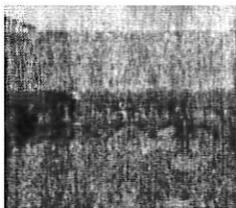
## Roundtable Discussions



The conference's popular series of roundtable discussions offers attendees an opportunity to meet face-to-face and share ideas, opinions, and solutions on a variety of issues important to professional managers. Each discussion will be facilitated

by an ICMA member or other expert with a strong interest or expertise in these nuts-and-bolts issues.

## ICMA University Forums



ICMA University forums are a hybrid of the traditional concurrent educational sessions and the ICMA University workshops. Similar to a workshop, each forum is designed to be highly interactive and skill building in nature. This year, seven forums will

be offered—four on Sunday afternoon and three on Wednesday morning. Enrollment in each forum is limited to 250 participants and requires preregistration, although the cost is included in the main conference registration fee. (See pages 14–15 for detailed descriptions of the forums.)

## ICMA University Workshops



Attendees seeking an in-depth, skill-building experience can preregister for one or more of the half-day ICMA University workshops that will be offered in conjunction with the conference (see pages 26–27).

The workshops are limited in enrollment to ensure a highly interactive experience related directly to the ICMA University practice groups considered essential to effective local government leadership. Payment of a separate workshop registration fee at the time of preregistration covers materials and instructor expenses.

## Field Demonstrations



The opportunities for professional growth and networking will extend beyond the meeting rooms of the Baltimore Convention Center to include a series of educational field demonstrations and site visits highlighting the most innovative projects in area

local governments (see pages 24–25).

## Exhibit Hall



At the exhibits in the ICMA Exhibit Hall, you can examine products and learn about services that will help you serve your constituents more effectively and cost-efficiently. The exhibit hall hosts the popular **Solutions Track** sessions, which present

case studies of local governments that have overcome challenges through innovative public-private partnerships. Read more about this year's exhibit hall on pages 17–19.

## Greening the ICMA Annual Conference

In support of ICMA's commitment to environmental sustainability, abridged information about the conference is included in this preliminary program. Complete details are posted at [icma.org/conference](http://icma.org/conference), where online registration and the housing bureau open June 6.



## AICP CM Credits

ICMA has registered with the American Planning Association's professional institute, the American Institute of Certified Planners (AICP), to provide Certification Maintenance (CM) credits for approved programs at ICMA's 2018 Annual Conference.

Certification  
Maintenance

Visit [icma.org/conference](http://icma.org/conference) to learn which specific workshops, sessions, and other activities have been approved through AICP's review process.

# CITY OF LAKE GENEVA

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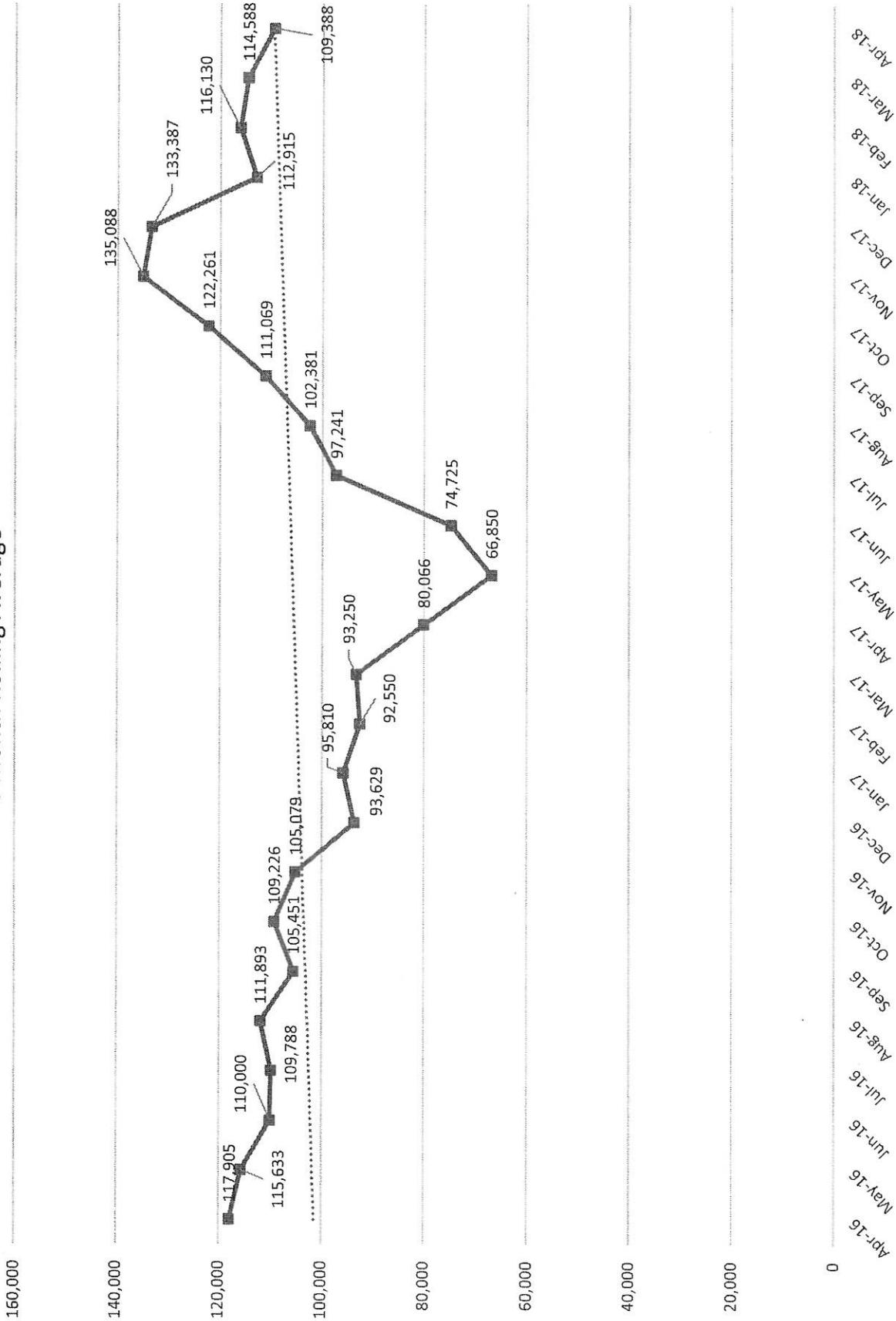
## Memorandum

**Date:** May 30, 2018  
**To:** Personnel Committee  
**From:** Blaine Oborn, City Administrator  
**Subject:** Discussion/Recommendation on Employee Health Benefits including:

- a. **Claims Paid 6 Month Rolling Average.** Attached is the latest Claims Paid 6 Month Rolling Average. The updated report through April 2018 shows a decrease due to stop loss reimbursements.
- b. **Transition to State Health Insurance Pool.** On schedule for a January 1, 2019 enrollment in the State Health Insurance Pool (ETF). The earliest the City can request the underwriting is July 2018. The ETF 2019 rates do not come out until late September 2018 with the State open enrollment in October 2018. The Council could wait to make the decision to enroll in late September 2018 or decided to enroll earlier to allow for increase employee notice and education. This is an informational item only.
- c. **Wellness Program with HealthCheck 360.** Attached is the overview of the Wellness Program with failure to participate resulting in a \$200 per month charge per employee or spouse. The Program is up for a July 1, 2018 renewal. The annual cost is \$13,430 with the City hoping to make up the cost with fewer claims because of healthier employees and reduced number of enrollees in the City's self-insured health plan. With the proposal to move to the ETF, it does not make sense to renew and do the annual Biometric testing in October 2018.
- d. **Transparency Program with Direct Path.** Attached is the overview of Direct Path services. Direct Path advocacy services can be useful in the transition to the ETF so the City may want to consider a July 1, 2018 renewal. The annual cost is \$3,240. The City will receive the price shopping services and advocacy services for the remaining 6 months the City is self-insured and can evaluate the need for continuing after the January 1, 2019 transition to the ETF.
- e. **July 1, 2018 COBRA rates.** The City's health insurance broker (Cottingham & Butler) has prepared the attached Medical Funding Rates Effective July 1, 2018. The recommendation is to increase the Single Funding Rate (COBRA without the 2% surcharge) from \$1,310.57 to \$1,393.75 and the Family Funding Rate from \$2,736.94 to \$3,045.43 per month. This is a monthly increase for Single and Family rates of \$83.18 and \$308.49 respectively. The 6.3% single and 11.3% family increases given the large increase to the stop loss and the massive amounts of claims this year is lower than what the City's broker expected. The Funding Rate increase is passed on to the Utility Commission, Library, and retirees.
- f. **Working Spousal Surcharge Resolution.** With the COBRA rate change, the Working Spousal Surcharge changes from \$131.06 to \$139.38 per month unless the City Council desires to modify the resolution.
- g. **Employee Premium Share Resolutions.** With the COBRA rate change, the Employee Premium Share changes from \$142.64 to \$165.17 per month unless the City Council desires to modify the resolution.
- h. **Report from Employee Health Benefits Group Meeting.** Next meeting is June 5, 2018.

g.a.

### 6 Month Rolling Average



8.c.

# 2015 Wellness Incentive

The City of Lake Geneva is excited to launch this year's HealthCheck360° program. As it happens each year, healthcare costs continue to increase. Currently the City of Lake Geneva is spending 2x more than the national average on healthcare costs. If you participate fully in The City of Lake Geneva's wellness program powered by HealthCheck360°, you have the opportunity to continue paying **nothing** for your premium. See breakdown of savings below.

## Why Participate?

1. **Know your Numbers-** Identify your personal health risks and become motivated to take control of your future wellness.
2. **Improve your Health-** Get help making lifestyle changes that increase energy, improve productivity, and assist you in living life to the fullest. You will gain tools to effectively manage your health and track your progress.
3. **Save Money-** The HealthCheck360° program can save you 10% of your cobra rate pay per year!

\$200  
\$400

Total Savings:
<del>\$151</del> per month single
<del>\$260</del> per month family

## How do I earn the incentive rate?

Employees on the company sponsored health plan will need to complete the following tasks in order to receive monthly savings.

1. Biometric screening through HealthCheck360°
  - Repeat participants must earn a health score of 71 or greater or improve their last year's score by 5 or more points. (All new participants qualify with screening and survey completion.)
2. Online Health Risk Assessment (HRA) survey
3. HealthCorp compliance, if recommended

**Effective 01/01/2016, all participants on the health plan who do not complete the above requirements will be required to pay a 10% of the cobra rate each month for health insurance.**

## This is an annual savings of up to \$3,120!

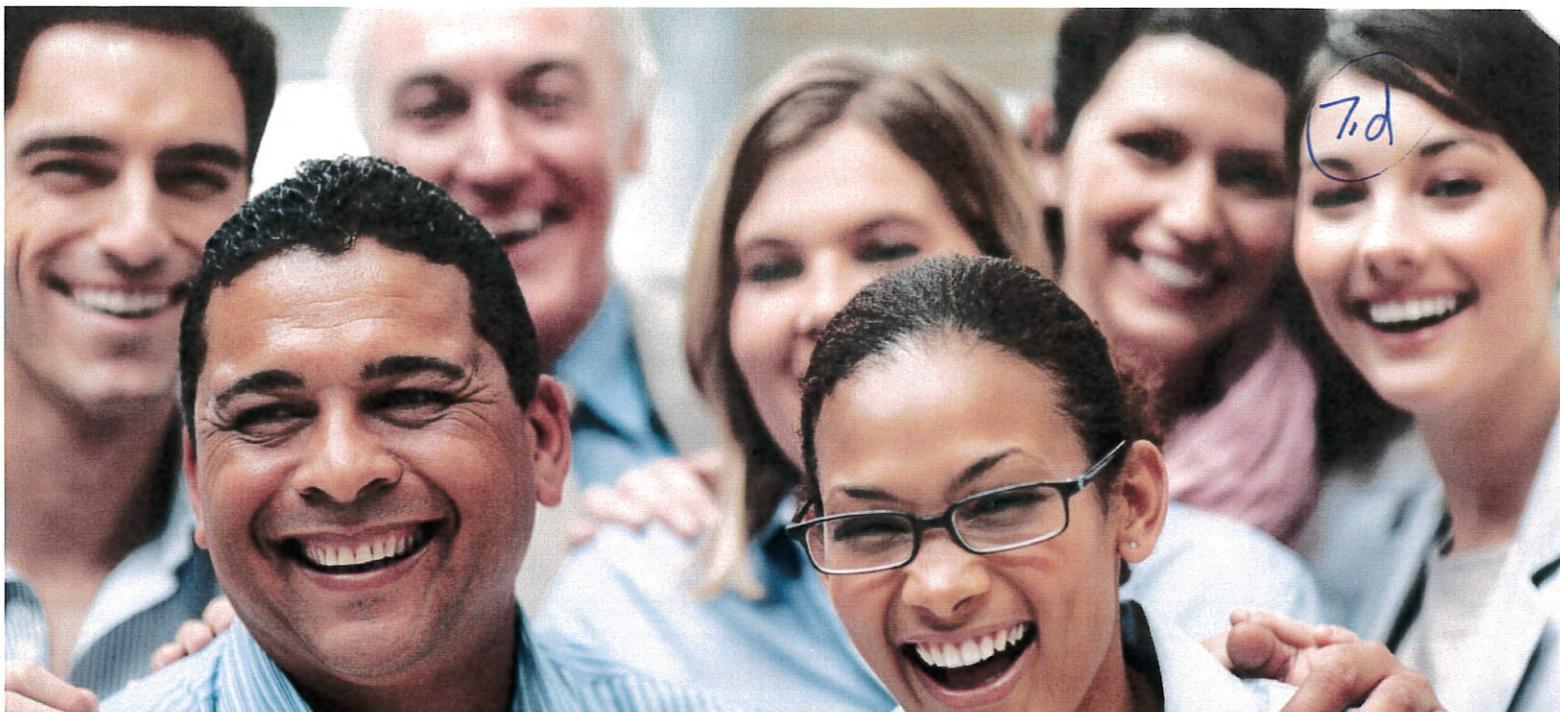
If you are unable to participate in the biometric screening due to a medical condition, call HealthCheck360° to see what options are available for you. Call 1-866-511-0360 or email Support@HealthCheck360.com by October 12<sup>th</sup>, 2015.



HealthCheck360° is a four step employee wellness program that gives you the tools and support to actively manage and improve your health and well being.

- Biometric Screening
- Health Risk Assessment Survey
- Health Coaching
- Programming with MyHealthCheck360.com

If you have any questions regarding the HealthCheck360 program, email us at support@healthcheck360.com or call 1.866.511.0360.



# Patient Care is now **DirectPath**

Our company name has changed,  
but everything else will remain the same!

That means:

Our phone number will NOT change.

Our awesome teams of Advocates and Specialists will NOT change.

And yes, you will STILL reach a live Advocate when you call!

REMEMBER: YOUR  
ADVOCATE CAN

- \* Answer questions about your benefits
- \* Assist with referrals and prior authorization
- \* Help you choose a health plan
- \* Clarify the total and out-of-pocket costs for services
- \* Resolve claims and billing issues
- \* Compare cost and quality for upcoming tests and procedures
- \* Help find a doctor or hospital

 **DirectPath**



**877.548.7714**

Monday-Friday: 7 a.m. - 8 p.m. CT | Saturday: 8 a.m. - 1 p.m. CT | [www.directpathhealth.com](http://www.directpathhealth.com)

g.e.

# City of Lake Geneva

Medical Funding Rates - Renewal with ARAN  
Effective 07/1/2018

1st Year				2nd Year			
Month	Year	Claims	Lives	Month	Year	Claims	Lives
March	2016	N/A	73	March	2017	N/A	69
April	2016	N/A	72	April	2017	N/A	70
May	2016	\$158,251	72	May	2017	\$95,693	70
June	2016	\$122,726	71	June	2017	\$145,097	71
July	2016	\$69,895	72	July	2017	\$221,297	73
August	2016	\$125,425	71	August	2017	\$538,876	72
September	2016	\$66,698	73	September	2017	\$123,023	74
October	2016	\$112,083	72	October	2017	\$105,860	74
November	2016	\$221,673	69	November	2017	\$131,041	75
December	2016	\$59,577	68	December	2017	\$113,212	76
January	2017	\$82,985	65	January	2018	\$111,266	75
February	2017	\$108,082	66	February	2018	\$208,774	76
March	2017	\$82,044	N/A	March	2018	\$155,754	N/A
April	2017	\$47,330	N/A	April	2018	\$103,191	N/A
		1,256,770				2,053,083	
Stoploss Reimbursement		200,211		Stoploss Reimbursement		769,775	
<b>Total Claims and Lives</b>		<b>1,056,559</b>	<b>844</b>	<b>Total Claims and Lives</b>		<b>1,283,308</b>	<b>875</b>

Monthly Average	Monthly Trend (7.50% Annual)	Trend Months	Adjusted Average	Monthly Average	Monthly Trend (7.50% Annual)	Trend Months	Adjusted Average							
1251.85	x	0.0063	x	26	=	1,455.27		1466.64	x	0.0063	x	14	=	1,594.97

	Claims	Credibility	Total
1st Year	1,455.27	40%	582.11
2nd Year	1,594.97	60%	956.98
Plan Design Change			0.00
<b>Total</b>			<b>1,539.09</b>

**Current Premium Rates**

2017/18	Rate	1308.40	2736.94	\$2,033,244
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**Cottingham & Butler Expected Funding Rates**

**ARAN Expected Funding Rates**

Ratio:	2.24						
	Single	Family	Annualized		Single	Family	Annualized
Count	27	49		Count	27	49	
Med Claims	855.30	1,915.87	1,403,649	Med Claims	774.17	2,240.49	1,568,239
Med Admin	22.80	22.80	20,794	Med Admin	22.80	22.80	20,794
PPO Access	3.65	3.65	3,329	PPO Access	3.65	3.65	3,329
Util. Review	9.90	9.90	9,029	Util. Review	9.90	9.90	9,029
Transplant	5.44	13.05	9,436	Transplant	5.44	13.05	9,436
Aggregate	27.77	27.77	25,326	Aggregate	27.77	27.77	25,326
Specific	304.23	887.48	620,408	Specific	304.23	887.48	620,408
ACA Fees	0.19	0.44	320	ACA Fees	0.19	0.44	320
Laser Liability	164.47	164.47	150,000	Laser Liability	164.47	164.47	150,000
<b>Total</b>	<b>1,393.75</b>	<b>3,045.43</b>	<b>2,242,291</b>	<b>Total</b>	<b>1,312.62</b>	<b>3,370.06</b>	<b>2,406,881</b>
<b>% Change</b>			<b>10.28%</b>	<b>% Change</b>			<b>18.38%</b>
<b>COBRA (102%)</b>	<b>1,421.62</b>	<b>3,106.34</b>		<b>COBRA (102%)</b>	<b>1,338.87</b>	<b>3,437.46</b>	

The attached represents Cottingham & Butler's best good faith estimate of your expected plan costs and is subject to change based on your plan's actual performance. Our estimate of your plan's costs may vary from that of your stoploss carrier, your plan's maximum costs, or costs as estimated by an actuary.

8.f.

Resolution 17-R49

WHEREAS, on September 26, 2016, the City Council adopted a policy to impose a monthly surcharge on a spouse of an employee who is employed elsewhere and has health insurance available through their employer, and

WHEREAS, the monthly surcharge was established at 10% of the single COBRA rate, and

WHEREAS, the single COBRA rate at that time was \$1,308.40, and

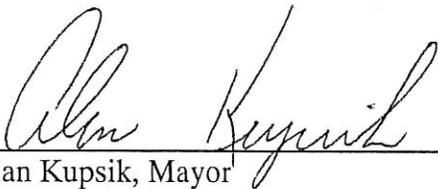
WHEREAS, the single COBRA rate will change to \$1,310.57 on July 1, 2017

NOW THEREFORE BE IT RESOLVED, that the single COBRA rate shall be \$1,310.57 as of July 1, 2017 and as of that date shall be used to determine the spousal surcharge, and

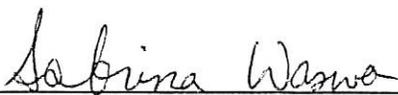
BE IT FURTHER RESOLVED, that the spousal surcharge of 10% of the single COBRA rate shall be based on the then current single COBRA rate as established from time to time.

Adopted this 26<sup>th</sup> day of June, 2017.

APPROVED:

  
\_\_\_\_\_  
Alan Kupsik, Mayor

ATTEST:

  
\_\_\_\_\_  
Sabrina Waswo, City Clerk

8.9

City of Lake Geneva Wisconsin  
Resolution 17-R68- AMENDED

Establishing an Employee Health Benefit Family Premium Contribution

WHEREAS, the Personnel Committee and the Finance, License, and Regulation (FLR) Committees met on December 5, 2017 and recommend that the City Council establish an Employee Health Benefit Premium Contribution, and

WHEREAS, an employee health benefit premium contribution is needed to offset high health benefit costs, and

WHEREAS, the monthly employee health benefit premium contribution is to be established for family coverage only on the City's self insured employee health benefit plan at 10% of the family COBRA rate, and

WHEREAS, the current family COBRA rate is \$2,736.94 per month and the current single COBRA rate is \$1,310.57 per month , and

WHEREAS, the Personnel and FLR committees recommended no employee health benefit premium contribution for single coverage on the City's self insured employee health benefit plan and a 10% contribution of the family plan, and

WHEREAS, the Common Council met on December 11, 2017 to discuss the impact of this change and offered an amendment, and

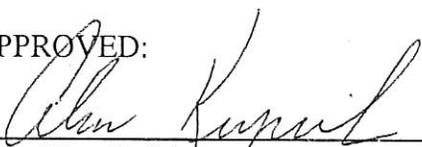
WHEREAS, the Council authorized that the amount of the employee contribution be changed to 10% of the difference of the COBRA family rate and the COBRA single rate, currently at \$142.64 per month, and

NOW THEREFORE BE IT RESOLVED, that the Employee Health Benefit Premium Contribution for Family Coverage is hereby established at 10% of the difference between the family COBRA rate and the single COBRA rate effective March 1, 2018, and

BE IT FURTHER RESOLVED, that the Health Benefit Premium Contribution shall be based on the then current single and family COBRA rate as established from time to time.

Adopted this 11<sup>th</sup> day of December, 2017.

APPROVED:

  
\_\_\_\_\_  
Alan Kupsik, Mayor

ATTEST:

  
\_\_\_\_\_  
Lana Kropf, City Clerk