

PERSONNEL COMMITTEE MINUTES
TUESDAY, FEBRUARY 5, 2019 – 4:30 PM
CITY HALL, CONFERENCE ROOM 2A (2ND FLOOR)

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

Meeting called to order at 4:34 p.m. by Chairperson Proksa

Roll Call

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

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

None

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

Motion by Skates to approve the minutes of January 22, 2019, second by Straube. No discussion.
Motion carried 4-0.

Discussion/Recommendation regarding change the wage grade for the Part-Time Front Counter Clerk from a Grade 4 to a Grade 7

Clerk Kropf addressed the committee and explained that in December 2018 the grade increase for the full time front counter clerks was increased, but the part time position wasn't considered. She added that this position has had an increase in job responsibilities that mirror the full time counter clerk positions. She asked that the unbudgeted money be paid from contingency would not exceed \$2,000.
Motion by Skates to approve, second by Straube. Motion carried 3-0, with Flower abstaining.

Discussion regarding Council Orientation Binder

Clerk Kropf outlined the beginning of the Council Orientation Binder. She noted that this binder would explain what the expectations and responsibilities of the elected officials are. She added that she will be adding City department overviews so it is clear which department is responsible for which duties. Proksa would like to see that attendance to workshops such as the League of Wisconsin Government 101 class be required and that new alders have ride alongs with various department. Clerk Kropf noted that the binder did require new alders to schedule meeting times with the City's Leadership Team members two weeks after being sat on the Council.

Halverson arrived at 4:52 p.m.

Skates and Flower would like to see a binder for the Plan Commissioners as well. The committee as discussed potentially adding Council rules or motion guidelines "cheat sheet". No action taken.

Discussion regarding City of Lake Geneva Organizational Chart

The committee reviewed the City's current Organizational Chart. No action taken.

Motion to go into Closed Session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding employee contracts, pay, and benefits for: 1) Parking Lead Maintenance Position 2) City Hall Part-Time Front Counter Clerk

Motion by Skates to convene the Personnel Committee into Closed Session, second by Flower. Motion carried 5-0 on a roll call vote. The Committee convened into Closed Session at 5:05 p.m.

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

Motion by Flower to reconvene the Personnel Committee into Open Session, second by Halverson. Motion carried 5-0 on a roll call vote. The Committee reconvened into Open Session at 5:31 p.m.

Motion by Flower in regard to Parking Lead Maintenance Position to proceed as closed session, second by Skates. Motion carried 5-0.

Flower stated that no action will occur related to the City Hall Part-Time Font Counter Clerk position.

Adjourn

Motion by Skates to adjourn the meeting of the Personnel Committee, second by Straube. Motion carried 5-0. The meeting adjourned at 5:32 p.m.