

PERSONNEL COMMITTEE MINUTES
TUESDAY, JUNE 4, 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 was called to order by Chairperson Proksa at 4:32 p.m.

Roll Call

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

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

Henry Sibbing; 725 Hillcrest Dr; Spoke in regards to the classification system for the Municipal Court Clerk. He would like to see her knowledge and skills be compensated properly; would like to see the grade be increased for this position in the future.

Approval of the minutes from the May 7, 2019 Personnel Committee Meeting

Motion by Flower to approve, second by Halverson. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding update of City of Lake Geneva Wage Scale Resolutions for Full-Time and Part-Time Employees

City Administrator Nord addressed the committee regarding the proposed resolutions. He noted that there was work done that consisted of properly identifying employees' position titles match what is on the resolution. Finance Director Hall noted that this resolution that will show what the Council approved in December 2018.

The Council had approved the increase of COLA at 1% and that this resolution was updated by that increase.

Motion by Flower to approve the resolutions, second by Skates. No discussion. Motion carried 5-0.

Discussion/Recommendation regarding permanent position of the Harbormaster

Proksa stated that she has been working with the City Administrator and the Mayor regarding this position. She noted that this position would more based on the facility versus the events. Flower stated that there were some discrepancies that she would like to discuss to determine if there was a need for a permanent Harbormaster at all. Proksa noted that this position would exclude any booking or event coordination for the Riviera.

Skates stated that the committee should thoroughly vet this job description and identify what this position needs to be responsible for. Flower stated that she would like to explore any potential redundancies with the Harbormaster position and the current maintenance position at the Riviera. Flower stated that she would like to see one person that would be responsible for the events in the City whether they be held at the Riviera or a City Park. Halverson agreed with Flower and would like to see a point person that could help the public with park inquires and the process to maybe have an event. Clerk Kropf stated that the Deputy Clerk currently assists the public with such inquiries with the park.

Motion by Skates to continue at the next meeting, second by Halverson. Motion carried 5-0.

Discussion/Recommendation regarding update to City of Lake Geneva Compensation Policy

Motion by Skates to approve the policy with the removal of XIII (2), the language change to section IX as presented in the packet, second by Flower. Motion carried 5-0.

Discussion regarding committee overlook on employee evaluations and evaluation retention

Finance Director Hall stated that there is not consistency amongst the leadership team on how the evaluations are completed. The evaluations need to be conducted between July and November with the final product being turned in to the Finance Department no later than December 1. She also added that the evaluations need to be kept with the Human Resources Director in a central location. No formal action was taken.

Future Agenda Items

-Harbormaster Position

Adjourn

Motion by Skates to adjourn, second by Halverson. Motion carried 5-0. The meeting adjourned at 6:04 p.m.