

Personnel Committee Minutes
Tuesday, September 4, 2018 – 4:30 PM
City Hall, Conference Room 2A (2nd Floor)

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

Chairperson Proksa called the meeting to order at 4:31 p.m.

Roll Call

Clerk Kropf called the roll and noted that four alderpersons were present with Skates being absent. Others present included: Mayor Hartz, Alderperson Hedlund, Alderperson Howell, Interim City Administrator Berner, and City Clerk Kropf

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

None

Approve the Personnel Committee minutes from August 14, 2018, as prepared and distributed

Motion by Halverson to approve the minutes of the August 14, 2018 meeting, second by Straube. No discussion. Motion carried 4-0.

Update on Recruitment process for the position of City Administrator

Interim Administrator Berner addressed the committee regarding the recruitment process for the position of City Administrator. He stated that the ad had been placed on several sites and has had a very positive response. Kevin Brunner (the manager of the recruitment firm hired to find a replacement) identified to Berner that they have received about twelve responses so far. The video ad is currently on hold, and should be available soon. He noted that everything is on schedule. No action taken.

Update on status of City Health Insurance Plan Options

Berner stated that he has been working on the City's health insurance plan and that he met with Matt Chadwick from Cottingham and Butler. Several options are still being reviewed and that figures should be available within the next couple of weeks. He added that the City will have a tight timeline to determine which plan to move forward with, as a decision needs to be made prior to the budget being adopted. Hedlund voiced his concerns with giving the employees enough time to be educated on this matter and make a good decision. Proksa would like a meeting with the City staff after the proposed joint meeting of the personnel committee and finance committee. No action.

Discussion/Recommendation to schedule a Joint Meeting of the Personnel Committee and the Finance, Licensing, and Regulation Committee for September 18, 2018 at 6:00 p.m.

Motion by Flower to approve the scheduling of a joint meeting of the Personnel Committee and the Finance, Licensing, and Regulation Committee for September 18, 2018 at 6:00 p.m., second by Straube. No discussion. Motion carried 4-0.

Discussion/Recommendation regarding updated language to the City of Lake Geneva Employee Handbook regarding full-time and part-time Department of Public Works employee residency requirements

Motion by Flower to approve, second by Halverson. No discussion. Motion carried 4-0.

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: Assistant City Clerk

Motion by Flower to convene the Personnel Committee into closed session, second by Halverson. To include Mayor Hartz, Alderperson Hedlund, Alderperson Howell, Interim City Administrator Berner,

and City Clerk Kropf. Motion carried 4-0. The Personnel Committee convened into closed session at 4:53 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 on a roll call vote 4-0. The Personnel Committee reconvened into open session at 5:16 p.m.

Motion by Flower to approve as discussed in closed session, second by Straube. Motion carried 4-0.

Adjourn

Motion by Flower to adjourn the meeting, second by Straube. Motion carried 4-0. The meeting of the Personnel Committee adjourned at 5:17 p.m.

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE