

PERSONNEL COMMITTEE MEETING MINUTES
TUESDAY, MARCH 18, 2025
SMALL MEETING ROOM – SISTER BAY-LIBERTY GROVE FIRE STATION
2258 MILL ROAD, SISTER BAY, WI
(APPROVED VERSION)

The March 18, 2025 meeting of the Village of Sister Bay Personnel Committee was called to order by Committee Chair Louise Howson at 10:00 A.M.

Present: Committee Chair Louise Howson and Committee member Nate Bell

Excused: Committee member Lilly Orozco and Village Clerk Heidi Teich

Staff Member Present: Administrative Assistant Janal Suppanz

Agenda Item No. 3. Approval of Agenda:

A motion was made by Bell, seconded by Howson that the Agenda for the March 18, 2025 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of minutes as published:

A motion was made by Bell, seconded by Howson that the minutes for the March 3, 2025 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

Agenda Item No. 5. Comments, correspondence and concerns from the public:

Howson noted that no new correspondence had been received, and then asked if anyone wished to comment regarding a non-agenda item. No one responded.

Agenda Item No. 6. Discussion/Action Items:

a) Discussion Regarding Employee Contracts

Bell indicated that he has been doing some research regarding the contracts that some other municipalities have in place for their department heads/supervisors as well as some appointed staff members, and so far he has received copies of two of them. He also noted that Schmelzer had informed him that one of the Department Heads was adamantly opposed to having a contract, and in light of that fact he believes it would be best for him to personally sit down with all the Department Heads in the near future and explain why he believes it would be advantageous from them to enter into a contract with the Village and answer any questions they may have. He also stressed that he believes “how” the concept of entering into contracts is presented is key, and suggested that a condition be included in the contracts that incentivizes the giving of advance notice upon deciding to leave employment with the Village.

Discussion took place regarding this issue, and Bell reiterated that he believes a contract would provide security for staff members and continuity for the Village, and would “be a good thing for all parties involved”. It was eventually the consensus that he should meet with all the department heads/supervisors and appointed staff members in the near future to discuss this issue at length. He still intends to see that a draft of a contract is prepared and will forward that document to the Village Attorney for review and comment in as timely a fashion as possible so that it can be reviewed at a future meeting of the Committee.

b) Review and Finalize the 2025 Employee Handbook

A draft of the revised Employee Handbook for the Village was included in the digital meeting packets, and the Committee members jointly reviewed that document. During the review process several grammatical revisions were suggested and Howson and Suppanz took note of all of them.

Suppanz indicated that she will see that the draft is revised in such fashion that all the recommended revisions are made, and will see that the revised document is included in the digital packets for the next meeting of the Committee.

Item No. 7. Matters to be placed on a future agenda or referred to a Committee or Commission:

The next meeting of the Personnel Committee has been scheduled for 11:00 A.M. on Thursday, April 3, 2025 and will be conducted in the Small Meeting Room at the Fire Station.

The following issues will be addressed at that meeting:

Discussion/Action Items:

- *Review of the revised draft of the Personnel Handbook for the Village of Sister Bay*
- *Review of the draft of the Village's Grievance Form*
- *Further discussion regarding employee contracts*
- *Review of drafts of some of the Village's revised Employee Review forms*

Adjournment:

At 11:25 A.M. a motion was made by Bell, seconded by Howson that the March 18, 2025 meeting of the Personnel Committee be adjourned. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Assistant Administrator