

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, June 4, 2025
(Approved)

1. Call to Order

The June 4, 2025 meeting of the Personnel Committee was called to order by Chair Louise Howson at 11:00 A.M.

2. Roll Call

Present: Chair Howson and member Kurt Harff.

Staff: Village Administrator Julie Schmelzer, Administrative Assistant Sarah Bertges and Clerk Heidi Teich

3. Approval of the Agenda

A motion was made by Harff seconded by Howson that the Agenda for the June 4, 2025, meeting of the Personnel Committee be approved as presented. Motion carried – all ayes.

4. Approval of Minutes

A motion was made by Howson, seconded by Harff that the minutes of the May 13, 2025, meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

5. Comments, correspondence, and concerns from the public

No correspondence was received for this meeting. Howson asked if anyone wished to offer any comments and no one responded.

6. Discussion/Action Items

a) Contracts for Supervisors

Over the past months, the committee has been discussing the option of utilizing an employment contract for newly hired department heads/supervisors. President Bell was not present to share the samples he had collected, but Schmelzer did obtain a sample supervisor contract from her administrator network. The members reviewed the sample and suggested revisions to make it fit the Village of Sister Bay. Howson reminded the group that any revisions made today should be reviewed by legal counsel before implementation. The committee suggested the following revisions to the sample draft provided:

- Item 3 – compensation would be per the adopted compensation schedule for the Village of Sister Bay
- Item 4 – should reflect the procedures of the Village of Sister Bay
- Item 5 – vacation would be per the procedures of the Village of Sister Bay, including the payment of any earned PTO to a beneficiary in the event of death, also known as a death benefit
- Item 10 – the timeline for notice of non-renewal should be amended to 30 days' notice

Schmelzer noted that everything included in items 1-10 of the sample were items that were already part of the employee Handbook, so there is no incentive for an individual to sign it. She also shared that the 90 days' notice required for a party to terminate the contract was a non-starter for the current village supervisors, noting a new employer likely would not wait three months for a new employee to start work, and, such provision may only benefit a person who is closer to retirement rather than leaving to go to another position. She proposed the contract include language protecting an employee from being

terminated when an election occurs to avoid new trustees with a ‘grudge’ from terminating good employees. The group continued their discussion on suggested revisions, including:

- Item 10.a – should specify that no termination can take place within six months of an election where trustees or the village president is elected
- Item 10.b - it was noted that Sister Bay employees are all at-will. The inclusion of this clause protects anyone who signs the employment contract agreement as termination then cannot be at-will, and a valid reason or termination must be established.
- Item 10.d – needs to clarify what “just cause” for termination would be, and be specific to the employee’s position/role with the village
- Item 12 – The use of a village phone should be offered to the employee, but not required
- Add an item to state that if a personal phone is used in lieu of a village phone, a stipend should be offered to the employee

It was the consensus of the committee that the revisions discussed today would be made and brought back to the committee for further review.

b) 2025 Administrator Evaluation Form & Process

A tentative draft of an evaluation form specific to the Village Administrator’s annual evaluation was included in the meeting packet. During review of the draft, it was noted that additional formatting would be applied to make more space for hand-written comments (assuming they would be completed on hard copy).

A note was made to change the “Supervisor Signature” line to “Supervisor/Trustee Signature”.

It was the consensus of the committee that the administrator evaluation form be revised as discussed and sent out to the trustees and village supervisors immediately. The deadline to return the form is July 2, 2025.

c) Bonus Wages for Covering Administrative Duties

With the departure of Administrative Assistant Janal Suppanz in April, the Personnel Committee has discussed offering a stipend to staff who took on Suppanz’s duties while the search for a new administrative assistant took place. Schmelzer shared that she and Teich, who have been completing those tasks, had discussed the offer and felt that no compensation was necessary as they were working as expected to ensure that the work got done. Therefore, the committee agreed that nothing additional be provided for those covering extra administrative duties for the past couple months.

d) Budget: Compensation Schedule & COLA

A copy of the approved compensation table for the Village of Sister Bay was included in the meeting packet. Schmelzer described the history of the schedule and how it provides a guide for employees to know what to expect in wages, and the potential for additional increases for longevity. The committee who approved the table three years ago intended for the schedule to be reviewed annually, which is the purpose of this discussion today. The current committee members agreed that this method of incentivizing employee wages was appropriate.

Schmelzer proceeded to discuss the option of including a cost-of-living increase (COLA) to employee wages for the upcoming budget year. In the prior year, staff were given a 2.75% COLA based on the Consumer Price Index (CPI) in place at the time last year’s budget was set. The April 2025 CPI report was

1 included in the meeting packet for reference, and Schmelzer noted that it will be updated again in mid-
2 June. The current CIP is roughly 2.3%, and Howson believes that that number will remain fairly steady in
3 the coming year. She felt that keeping the same rate of 2.75% for budget planning for 2026 would be
4 appropriate.

5
6 *It was the consensus of the committee that the 2.75% rate would be reviewed after the June CIP report*
7 *becomes available.*
8

9 **e) Staffing Updates and Job Description Discussion**

10 Schmelzer explained that the duties currently being undertaken by the Village Clerk include some tasks
11 that would be better suited for a Deputy Treasurer, which was a role held by Suppanz prior to her
12 retirement. The position of Deputy Treasurer is not in the current compensation schedule, and
13 Schmelzer proposed that it be added as the new administrative assistant would be taking on those tasks
14 as a back-up/support to the Finance Director/Treasurer. This would help ease his workload and provide
15 a second set of eyes on documents for checks and balances.
16

17 *It was the consensus of the committee that a new line item be added to the compensation schedule for*
18 *Administrative Assistant/Deputy Treasurer, with a wage to be determined.*
19

20 **Agenda Item No. 7. Matters to be placed on a future agenda or referred to a committee, official or**
21 **employee**

22 It was the consensus of the committee that the following items be addressed at a future meeting:
23

- 24 • Review revised draft of the supervisor contract
- 25 • Discussion on the potential creation of a separate handbook just for supervisors defining tasks
26 that general workers are not responsible for (i.e., filing incident reports)
- 27 • Review of policies and procedures that are not formalized at this time for possible inclusion in
28 the employee handbook and/or board bylaws
- 29 • Discussion on a starting wage for an Administrative Assistant/Deputy Treasurer
30

31 **Agenda Item No. 8. Next Meeting Date**
32

33 *The next meeting of the Personnel Committee was scheduled for Wednesday, July 9, 2025, at 11:00 A.M.*
34

35 **Agenda Item No. 9. Adjourn**

36 *At 12:22 P.M. a motion was made by Harff, seconded by Howson to adjourn the June 4, 2025, meeting of*
37 *the Personnel Committee. Motion carried – all ayes.*
38

39 Respectfully submitted,

40 

41 Heidi Teich,
42 Village Clerk