



PERSONNEL COMMITTEE MEETING **AMENDED*** AGENDA

Thursday, August 21, 2025 at ~~11:00 A.M.~~ **2:00 PM***

Sister Bay Liberty Grove Fire Department – 2258 Mill Road – Small Conference Room

For additional information check: www.sisterbaywi.gov and click Meetings

AGENDA

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approve Minutes: June 4, 2025
5. Comments, Correspondence and Concerns from the Public
6. Discussion/Action Items
 - a) Supervisor Contracts
 - b) Job Descriptions
 - i. Administrative Assistant/Deputy Treasurer
 - ii. Financial Specialist/Village Treasurer
 - iii. Village Administrator
 - c) Compensation Schedule Revision: Administrative Assistant/Deputy Treasurer
 - d) Village Clerk Update, Potential for Outsourcing, & Employee Compensation
 - e) Personnel Handbook Revisions: Harassment Reporting & Payment in Lieu of Benefits
 - f) CPI Update
7. Executive Session
 - a) Adjourn to closed session pursuant to Wis. Stats. §19.85(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Village Administrator Annual Performance Review due Sept. 1st.
 - b) Reconvene into Open Session
 - c) Motion or Action, as Appropriate
8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
9. Next Meeting Date: September 10, 2025 @ 2:00 pm (Tentative)
10. Adjourn

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation at no cost to the individual. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible, preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administration Office at 854-4118, (FAX) 854-9637, or by writing to the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administration Building during operating hours (8 a.m. – 4 p.m. weekdays). The Village of Sister Bay is an Equal Opportunity Provider and Employer.