



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.

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, June 4, 2025
(Approval Pending)

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

STAFF REPORT

Employee Contracts

As discussed at the June 4, 2025, meeting, staff has revised the sample contract and made the recommended changes.

If the Board approves such contract template, should it also be offered to key staff that are NOT a department director? For example, the Village Clerk?

**EMPLOYMENT AGREEMENT
DEPARTMENT MANAGER/DEPARTMENT HEAD
VILLAGE OF SISTER BAY**

This Agreement entered into this ___ day of _____, 20___, by and between the Village of Sister Bay (hereinafter referred to as the "Village") and _____ (hereinafter referred to as the "Employee"), collectively as the "Parties", and,

WHEREAS, the Parties have agreed to the following specifications; and, NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

- 1) The Employee agrees to be employed as _____ and perform that position pursuant to the job description which has been adopted by the Village of Sister Bay Personnel Committee, a copy of which is attached hereto and made a part of this Agreement.
- 2) The Employee agrees to perform the position of _____ to the best of their abilities and pursuant to the terms of the job description described above and the provisions of this Agreement and any other direction that the Village Board may require of their in the course and scope of their duties as _____.
- 3) This Agreement shall be for an indefinite term unless terminated by either Party according to item number 8, below, of this Agreement or as may be amended. The Parties may modify the compensation, benefits or other terms of this Agreement upon written agreement of the Parties.
- 4) The salary for this position is set by the village compensation Schedule and shall be \$_____ beginning _____ and shall increase on the Employee's one year anniversary, and then annually in conjunction with the annual increase afforded other Village employees. Cost of Living Adjustments are additional to the salary, if approved by the Village.
- 5) The Village agrees to pay all insurance premiums for the Employee to participate in the Village's Health, Dental and Vision plans.
- 6) Vacation, sick leave, personal days, bereavement, and other benefits are all as described in the Village Employee Handbook.
- 7) Either party may terminate this Agreement by providing the other party thirty (30) days written notice of their intent to terminate this Agreement. Any termination by the Village will be for cause. The reasons for said termination by the Village shall be given to the Employee in writing at the time of the notification of the termination.
 - a) Following the election of the Village Board, the Parties agree that there shall be a 6-month period of time after the election during which the Employee cannot be terminated except for just cause or violations of the Wisconsin Statutes or Administrative Code.
 - b) The termination of the Employee cannot occur except for just cause or a violation of the Wisconsin Statutes or Administrative Code and shall require a three-quarters vote of the membership of the Village Board to approve the termination.
 - c) If the Employee's employment is terminated by the Village without just cause, the Employee shall receive as a severance benefit the equivalent of 12 months' salary in a lump sum including health

insurance benefits and the Village contributions on the Employee's behalf to the Wisconsin Retirement System which would have been made had the Employee not been terminated.

- d) The severance benefits shall represent full compensation and payment for all claims that may be made by the Employee under this Agreement.
- e) For purposes of this section, just cause is defined as:
 - i) Harassment or discrimination;
 - ii) Fraud, embezzlement or theft;
 - iii) Misconduct damaging to the Village, its reputation, services or citizens;
 - iv) An intentional violation of any Wisconsin Statute or Administrative Code provision;
 - v) Being convicted of a felony or a misdemeanor criminal offense;
 - vi) A breach of the terms and conditions of this Employment Agreement.
- 8) Where this Agreement is silent, it is the intent to follow the policy in place as part of the Village Employee Handbook with regard to benefits and procedures.
- 9) If mandatory as part of the job duties, the Village agrees to provide a cellular phone and/or use of a Village vehicle for Village duties per the Village Employee Handbook. If no cellular phone is required as part of the job duties, and the Employee uses their personal cellular phone for incidental Village business, the Employee shall be provided a monthly stipend of \$25.
- 10) This Agreement constitutes the entire Agreement of the Parties and no oral representations by either party shall become a part hereof unless reduced to writing and attached hereto.

Dated the day, month and year first above stated.

Village of Sister Bay:

By: _____
Village President

Employee

Attest:

By: _____
Village Clerk

STAFF REPORT

Job Descriptions

- i. As discussed at the June 4, 2025, meeting, staff has revised the Administrative Assistant job description to include the Deputy Treasurer role. This will help the Finance Director by alleviating some of his workload, and, ensure we are following laws (for example, not having the same person pay the bills that manages the bank account).
- ii. The Finance Director has requested his job title and responsibilities be diminished to lessen the political nature of the work and make the job more technical. He first approached me about changing his status so he would not have to 'be in the middle', and then later requested the change so he would not be held accountable for critical decisions. He explained that after last year's budget process, when he felt staff was being blamed for the budget process and outcomes, and mill rate and surplus from the 2024 budget, he wanted to make sure the Board could not blame him for any errors or tax implications and ruin his reputation. He has requested he not be held accountable for the 'final product' and his work merely be the 'compiled document' with someone else accepting responsibility. He wants it clear he is not trying to do less work, or point fingers, rather he seeks a balance where the employee does their job, but those in authority are ultimately responsible for their own budget. This change would affect his status and he would go from an Exempt employee (salaried) to Non-Exempt (hourly). The role currently supervises two employees at .5 per employee, and if revised, would not supervise any employee, rather the job description is written so the role provides assistance without oversight responsibility. This likely will result in your new Administrator needing more budget experience, or, a committed Finance Committee Chair (as we have now) willing to spend the time on the budget and the committee accept more responsibility for the budget they recommend to the Board.
- iii. As you know I am contemplating retirement, as early as January. Once my retirement is announced, the village will need to advertise for a new administrator (I'm guessing you'd contract with a headhunter firm, such as IPA). You have no complete job description (the one I received when I applied was a 'red lined draft'), and need a job description before you can advertise the job. Although not requested by the committee, I took the liberty to craft a job description to consider. A few things to think about: 1. If you are not going to hire a planner/zoning administrator, your Administrator will need that skill set – something staff thinks is a liability since your Administrator is often the 'bad guy' being criticized by the public and trustees. You have no money budgeted for a planner/zoning person, job description, or will

have anyone available to train a planner/zoning administrator, so presumably your new Administrator will need that skillset. 2. With the current Finance Director requested reclassification, your new Administrator will need some verifiable budget/finance experience. 3. Lastly, when Tasha left, I inherited the HR role, minus the benefit management. You either need an Administrator who can also do this role, or contract for it, or hire a part-time or on-call person to assist (which was discussed when D. Cox was on the committee, which might have been in 2023). In conclusion, we have known for quite a while I would be retiring sometime in 2026, and we need to seriously discuss how the village will move forward. This discussion should begin at the committee level, and then be discussed at the Board level (this isn't something that should be discussed outside of a meeting).



Village of Sister Bay

Job Title: Administrative Assistant/**Deputy Treasurer**

Department: Administration/Parks & Streets/**Treasurer**

FLSA Classification: Non-Exempt

Summary Description

Under supervision of the Village Administrator and the Parks and Streets Director, **with some oversight by the Village Treasurer**, the Administrative Assistant/**Deputy Treasurer** performs a variety of complex administrative **and bookkeeping** duties requiring a thorough knowledge of local government organization procedures and precedents, **financial accuracy**, and performs related work as required. This position requires the ability to work independently, while exercising good judgment and initiative.

This is an hourly position with flexible hours, performing a variety of clerical and administrative duties. It is a non-exempt position under the FLSA.

It is estimated approximately **50% 40%** of the Administrative Assistant/**Deputy Treasurer's** time is devoted to general village administrative work, **30% serving as Deputy Treasurer**, and **50% 30%** dedicated to administrative needs within the Parks and Streets Department.

Essential **Administrative Assistant** Functions

Drafts and types letters, staff reports, ordinances, resolutions, public hearing notices, Plan Commission and **various** committee packet materials, minutes, agendas from tapes, notes, handwritten drafts and other primary sources. Determines priority of, and routes correspondence; composes routine correspondence; and independently prepares correspondence not requiring the Village Administrator's personal attention. Drafts and submits permit applications to other agencies on behalf of the village **and takes actions as necessary to ensure permit conditions are adhered to**. **Processes reservation requests, memorial program applications, and other associated forms for the parks program.**

Responsible for the printing, collating, distribution and mailing of meeting packets, newsletters, and related items. May transcribe tapes of public hearings and prepare excerpts of meeting minutes. Attends various daytime and night-time meetings and takes and transcribes minutes as required. Assists in the posting and publication of notices and agendas in conformance with Wisconsin State Statutes. Assists the Village Clerk with responses to Open Records requests.

Assists the public with general zoning and Municipal Code **and policy** questions; prepares applications to be forwarded to the Zoning Administrator for processing; receipts and logs all applications **and reservation requests**. Provides guidance in filling out various permit applications and forms, making sure applicants understand the permitting **and reservation processes** and the necessary information and attachments required to submit an accurate and complete application.

Establishes and/or maintains filing systems for the Village Administrator and Parks and Streets Director and keeps those records current by entering data in accord with established practices and procedures. Performs data entry functions for the Village Administrator and Parks and Streets Director as necessary; operates computer software and provides the appropriate information to the work unit.

Submit invoices **for processing by the Village Treasurer** and ensures expenditures are as approved by the Village Administrator or Parks and Streets Director.

Make reservations for conferences, equipment, and the use of the village's facilities, including recreational facilities.

Serves as liaison to the Sheriff's Office and Department of Transportation, and other agencies as required.

Additional Responsibilities

Responsible for updating, generating content, coordinating and managing the village's web site as well as the village's intranet site.

Provides general information on permit and facility reservation fees, memorial programs administered through the Parks and Streets Department, as well as other related information and application forms to applicants and the general public.

Manages the collection and receipting of all zoning, development and Parks and Streets program monies. Maintains a daily cash drawer and receipt log.

Performs general office filing; logs in Development Agreement and subdivision and plat information; assists the Village Administrator with monitoring the terms of Development Agreements with respect to fiscal responsibilities and expiration dates. Prepares, maintains and stores records, files and logs related to permit issuance and inspections and Parks and Streets activities.

Answers telephone and email inquiries from staff, citizens, vendors and other municipalities.

Attends meetings and training seminars to maintain current knowledge of State and Federal regulations and requirements.

Assists with grant applications **for the Parks and Streets Department**, implementation and tracking of expenditures and activities **for the planning program, parks program, and street projects**.

Serves as the first point of contact for office walk-in traffic, phone calls and general email inquiries.

Performs related duties as assigned.

Deputy Treasurer Responsibilities

Processes payroll by inputting time card data and ensuring accuracy of time reported; prepares the payroll for review by the Village Treasurer for accuracy and so payroll checks may be generated. Payroll includes per diem requests by trustees and committee members.

Using the benefit information provided by the HR Manager, or in their absence, the HR Consultant, tracks changes to employees' deductions and ensure they are accurately reflected in the payroll system and given to the Administrator to be filed in the employee's personnel file.

Processes accounts payable and receivable and submit to the Village Treasurer for review and approval.

Processes invoices and ensures accuracy before forwarding to the Village Treasurer for payment.

Receipts payments and ensures the receivable is credited to the correct account before depositing.

Completes journal entries before forwarding to the Village Treasurer for approval and signature.

Serves as the secondary check signer on all checks needing two signatures.

Serves as the secondary signer on bank accounts.

Assists the Village Treasurer with monthly financial reports, as needed, and as time allows.

Supervision/Accountability

Directly accountable to the Village Administrator and the Parks and Streets Director. **Receives financial direction and assistance from the Village Treasurer.**

Knowledge

The Administrative Assistant/Deputy Treasurer must have good working knowledge of government procedures and practices as well as modern office methods and procedures, equipment and filing systems; **bookkeeping**, statistical and record-keeping principles and procedure; business letter and report-writing techniques; and related software programs. The Administrative Assistant/Deputy Treasurer must also be able to proofread accurately, **be detail oriented and accurate with numbers**, and must also have knowledge of the various provisions of the Sister Bay Municipal Code. Knowledge of electronic data processing systems and personal computers is also required. Able to research laws and interpret Wisconsin State Statutes and Administrative Codes necessary.

Skills/Abilities

The Administrative Assistant/Deputy Treasurer must have the ability to accept responsibility, to make decisions and to effectively prioritize work. Interpersonal communication skills, verbal and written, with a diverse range of people, including the proper handling of emotional situations; the ability to establish and maintain cooperative relationships with employees and citizens contacted in the course of work; the ability to meet the public tactfully and courteously, and being able to answer questions in person and over the telephone is crucial. Must also have the ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. The Administrative Assistant/Deputy Treasurer must be able to perform responsible secretarial work requiring independent judgment with speed and

accuracy; and must also be able to learn, interpret, and apply organizational policies, laws, rules and regulations in a number of different situations, while taking responsibility for the compilation and organization of reports; the composition of correspondence on one's own initiative, having the ability to type accurately from a clear copy or from dictation equipment at a speed of at least 65 words per minute; and make arithmetic calculations with speed and accuracy. The Administrative Assistant/Deputy Treasurer must also have the ability to research and obtain pertinent information through various resources. Considerable ability and proficiency with desktop computer equipment to process, access, retrieve, or input information using Windows, word processing and spreadsheet software, or other standardized software common to the work unit or as assigned is desired.

Education/Experience

Any combination of equivalent education and experience which provides the required knowledge and skills is qualifying. Typical qualifications would be equivalent to possession of a high school diploma or G.E.D., with courses in word processing and spreadsheets, supplemented with general business office courses, and an associate degree or similar course work from an accredited business school/college. At least two years' experience in an office with administrative responsibilities, such as experience as an executive secretary or Office Manager is required.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to use their hands to type. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet and would be representative of a business office.

Disruptions are routine and the employee must be able to focus amidst interruptions and surrounding conversations.

Tools and Equipment Used

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personal computer, spreadsheet, database and word processing software; network computer system; telephone; 10-key calculator; copy machine; FAX machine; meeting recording software and equipment.

License/Certifications

Possession of a valid Wisconsin Motor Vehicle Operator's License and willingness to use one's own vehicle in the course of performing required duties is required. Must be capable of becoming a Notary Public.

Special Conditions of Work

Must be capable of attending night-time meetings to act as recording secretary to various commissions, boards or committees. The work week can be flexible to accommodate night-time meeting attendance, the needs of the job and needs of the employee.

The duties listed above are intended only as illustrations of the various types of work that may be performed by the Administrative Assistant/Deputy Treasurer. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Sister Bay is an Equal Opportunity Provider and Employer



Village of Sister Bay

Job Title: Village Treasurer/Financial Specialist

Department: Administration

FLSA Classification: Non-Exempt

Summary Description

This is a position with a variety of accounting and administrative duties, including responsibility for the collection, receipt, accounting, disbursement and deposit of all village funds.

Essential Functions

- Responsible for all aspects of financial oversight of village, enterprise and special revenue funds.
- ~~Establishes and verifies~~ Implements financial control practices, policies, and procedures; ~~makes recommendations to the Finance Committee on necessary revisions to practices, policies and procedures.~~
- Monitors bank/investment accounts for security and to maximize earnings ~~and discusses investment strategies with the Finance Committee or Village Administrator prior to making changes to said investments.~~ Monitors village and enterprise cash flow needs and ensures that debt service payments are made on schedule.
- Reviews account number assignments and postings to the General Ledger to ensure that revenues and expenditures conform to budgetary segments.
- ~~Serves as Human Resources manager, with oversight of~~ Coordinates with the Administrator or HR Manager, or in their absence, the HR Consultant, on payroll and benefits, ~~enforcement of policies, input in hiring/discipline, and other HR functions~~
- Serves as the contact for property insurance claims and insurance related needs.
- Keeps updated on all applicable laws and regulations.
- Works with the village's investment management company on the village's TID program and serves as the TID contact; organizes meetings related to TID; answers questions about the TID; prepares the TID numbers for the annual budget.
- Serves as staff to the Joint Board of Review and the Finance Committee.

Major Duties

Ensure the Village Deputy Treasurer is accurately collecting ~~Oversees the collection~~ and receipting monies received from the public, ~~governmental units,~~ and utility/marina customers; the Village Treasurer is responsible for collecting and receipting all monies from governmental units and tax collection. Ensures that Accounts Payable and Accounts Receivable are accurately posted ~~by the Deputy Treasurer.~~ Oversees preparation of appropriate invoices, vouchers, checks and refunds. Monitors overdue receivable accounts including delinquent personal property taxes, water/sewer invoices and other chargeable items; ~~follows up on past due accounts to seek payment;~~ monitors collection performance and reporting ~~to ensure payment is made.~~

Reconciles monthly bank statements and affirms each month-ending cash balance; monitors timely receipt and accuracy of bank documentation related to all Village and Utility bank accounts. Monitors and forecasts cash flow to ensure there is adequate cash to cover expenditures. Analyzes and recommends investment options for liquid funds.

Prepares financial reports for Board meetings and attends those meetings to answer financial questions. Sets

agenda for Finance and Personnel Committee meetings in consultation with Administrator and committee chairperson and attends those meetings. Performs financial analysis and research as directed by the Board or superiors.

Reviews and monitors **enterprise funds**; all financial transactions; prepares information for the annual audit. Prepares and/or reviews annual Financial Statements according to the recommendations of the Government Accounting Standards Board (GASB).

Coordinates planning for the annual budget **and 5-year capital improvement plan annual updates** with Administrator, Department Heads, and various committees **and agencies which are part of the budget** by compiling past expenditure figures, estimating future costs and making determination of new budget **and capital improvement plan** figures, **and entering that data into the budget and capital improvement plan template**. Prepares annual salary and wage reports, **charge out rates, and prepares an annual summary for each staff person informing them of their wage and benefit value**. Prepares annual worksheets/reports for the Department of Revenue or others in preparation of the annual village budget and tax assessment process. **Once the budget and capital improvement plan are in final draft format, present the budget and plan to the Administrator for review and presentation to the Board.**

Coordinates and reconciles the receipt of tax revenues in cooperation with the County Treasurer. ~~Performs or~~ Reviews all related journal entries. Completes related reports and disburses tax settlements to other taxing jurisdictions.

~~As HR Manager,~~ Works with the Village Administrator ~~and the Personnel Committee~~ or HR Manager, or in their absence, the HR Consultant, on annual payroll allocations and employee benefit packages. Provides oversight to the Deputy Treasurer on the payroll system, including ~~but not limited to review of~~ guidance on time card processing, updating employee records and updating any changes to employee deductions. Verifies payroll calculations based on timesheets, reviews all applicable payroll reports and deductions, **and processes paychecks**. Oversees completion of all applicable Federal and State personnel-related reports **regarding deductions, taxes, etc.** on a timely basis. **Payroll includes per diem requests by trustees and committee members.**

Minor Duties/Responsibilities

Oversees the completion of miscellaneous other reports as needed including: insurance audit, benefits reports, policy briefs, committee and department financial summaries.

Provides oversight of the village's property, liability, auto and other insurance policies **and makes recommendations to the Finance Committee or Administrator on recommended provider changes or policies**. Files claim notices as appropriate. Annually reviews insurance options to maximize coverage **and recommends options to the Finance Committee or Administrator**.

Attends meetings and training seminars to maintain current knowledge of state and federal regulations, **GASB changes or recommendations, and Treasurer** requirements.

Answers telephone inquiries from staff, citizens, vendors and other municipalities **related to the village's financial program**. Handles **program related** complaints and inquiries at the Administration Building. Maintains public relations with customers, vendors and all interested parties.

Performs related duties as assigned.

Approved August 21, 2025 – Personnel Committee

Supervision/Accountability

This position has no supervisory authority but does provide guidance to other staff, as needed. ~~Under supervision of the Village Administrator. Supervises the Utility Clerk and provides oversight of related work performed by the Village Clerk. Works with Department Heads regarding expenditures and payroll and benefit issues.~~

Knowledge

Knowledge of fund accounting principles and practices. Experience with municipal, tax increment and enterprise funds, including utility billing and collection practices, in order to oversee functions in accordance with PSC regulations and generally accepted accounting principles. Knowledge of modern office methods and procedures, equipment and filing systems; business letter and report-writing techniques; proofreading; statistical and record-keeping principles and procedures. Knowledge of computerized accounting systems and spreadsheets; principles, practices, and terminology used in governmental financial and statistical record keeping; modern office methods, purchasing. Knowledge of electronic data processing systems and personal computers.

Skill/Ability

Ability to perform complicated arithmetic calculations. Perform accounting duties requiring speed and accuracy; data entry capability, including use of personal computer, and ability to understand and apply basic input procedures. Ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Interpersonal communications, verbal and written, with a diverse range of people, including the proper handling of emotional situations; ability to establish and maintain cooperative relationships with employees and citizens contacted in the course of work; meeting the public tactfully, and courteously answering questions in person and over the telephone, communicating clearly and courteously with village staff, utility commissioners, elected officials and the public. Ability to research and obtain pertinent information through various resources. Ability to use networked personal computer equipment to process, access, retrieve, or input information using standardized software common to the work unit or as assigned.

Education/Experience

A degree in accounting, finance, public administration, business administration, or a related field required. Typical qualifications would be equivalent to possession of a bachelor's degree with course work in accounting, general office procedures, and ~~five (5)~~ three (3) years' professional experience in finance. Any combination of knowledge, skills and abilities equivalent as is described above.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, talk, and hear. The employee is required use of hands to type, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet and would be representative of a business office; ~~however, disruptions do occur and the employee must be able to concentrate on the task at hand.~~

Tools and Equipment Used

The ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personal computer, including spreadsheet and word processing software; network computer system including various printers; telephone; 10-key calculator; copy machine, FAX machine and other standard office equipment.

License/Certifications

Possession of a valid Wisconsin motor vehicle operator's license preferred and willingness to use own transportation in the course of performing required duties.

Special Conditions of Work

None.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Sister Bay is an Equal Opportunity Provider and Employer



Village of Sister Bay

Job Title: Village Administrator/Zoning Administrator

Department: Administration

FLSA Classification: Exempt

JOB SUMMARY

The Administrator serves as the Chief Administrative Officer for the daily operation of the Village of Sister Bay, Door County, Wisconsin, and reports directly to the Village Board of Trustees and Village President. This is a full-time, salaried position appointed by the Village Board. The Administrator serves the Board in the development and implementation of its legislative policies. The Administrator manages department directors and provides leadership to all full-time and part-time employees. This person is responsible for the duties of the Village Administrator as outlined in the municipal code, statutes, and all other applicable laws of governance. The Administrator shall manage, analyze, direct, supervise, evaluate, and be responsible for and coordinate all departments, divisions, and services of village government and of all officers and employees thereof which are under the control and jurisdiction of the Village Board as provided by law, and to make recommendations respecting the same to the Board, and shall also serve as the Zoning Administrator and Human Resources Manager for the village.

Essential Duties and Responsibilities

The primary responsibilities of this position include but are not limited to the following:

- Carry out directives of the Village Board which require administrative implementation, reporting promptly to the Village President and Village Board any difficulties encountered therein;
- Work collaboratively with management staff, assisting them in their day-to-day needs and advice;
- Administer all day-to-day operations of village government, including the administration of all village ordinances, resolutions, policies, statutes and administrative codes, and decisions made at Village Board meetings;
- In cooperation with the Village Treasurer/Financial Specialist, serve as the primary staff contact responsible for the presentation and monitoring of the Capital Improvement Plan and annual operating budget in accordance with all statutory requirements;
- Work with the Village Treasurer/Financial Specialist regarding investments, policies, and other recommendations to make the village more financially stable;
- Serve as the Human Resources Manager by advertising available jobs, coordinating with department directors on the hiring processes, discipline, and termination; file personnel claims with the appropriate agencies. If the Administrator is unskilled in benefits administration, coordinate with the HR Consultant on employee benefits and the presentation and administration of the most cost-effective benefits that are in the best interests of both the village and the employees;
- Oversee the engagement of outside consultants and contractors through drafting RFPs or bid requests, review the bids or proposals and make a recommendation to the Village Board; drafting contracts for review by the Village Attorney, monitoring contracts, and ensuring the thorough and satisfactory completion of all contracted and consultant work;

- Review and process all zoning and land use applications and related plans, processes, and applications that are submitted to the Village Office, make referrals to the Plan Commission and/or the Village Board, serve as staff to the Plan Commission, monitor permits and Development Agreements for compliance;
- Draft administrative procedures to increase the effectiveness and efficiency of village government according to best practices in local government;
- Keep informed concerning current federal, state, and county legislation affecting the village;
- Remain responsible in all aspects of intergovernmental relations by staying current on local issues and by positioning the village, by all necessary means, for long-term sustainability;
- Establish and maintain procedures to facilitate communications between citizens and village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official;
- Perform all other duties as may be assigned by the Board.

Secondary, Incidental Duties and Responsibilities

In addition to the essential duties and responsibilities of this position, other needs arise on an as needed or less frequent basis. Some of these duties include:

- Oversee public hearing notices and press releases on a timely basis to ensure all materials included therein are current and published per law;
- Respond to employee requests, concerns or grievances in a timely and professional manner;
- Attend promptly to all resident inquiries, concerns, issues, etc. ensuring that all ordinances are followed;
- Attend conferences, seminars, workshops and court proceedings as needed;
- Discuss and negotiate with developers, builders, business-owners and others attempting to procure development within Sister Bay.

Supervisory Responsibilities:

The supervisory responsibility of this position includes, but is not limited, to the following:

- Provide administrative direction to all department directors and managers and Administrative Office Staff;
- Recommend to the Personnel Committee the appointment, promotion, and, when necessary, for the good of the village, the suspension or termination of department directors;
- In consultation with the appropriate department director, be responsible for the appointment, promotion, and, when necessary, for the good of the village, the suspension or termination of employees below the department director level;
- Serve as personnel officer for the village with responsibilities to see that complete and current personnel records, including specific handbooks are current, job descriptions for all village employees are maintained, evaluate in conjunction with department directors the performance of all employees on a regular basis, recommend salary and wage scales for village employees, assure that village employees have proper working conditions, and work closely with department directors to promptly resolve personnel problems or grievances;
- Work closely with department directors to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

Minimum Education and Experience Requirements:

Bachelor's Degree in Business Administration, Public Administration, Planning, Law, Political Science or related field and a minimum of three (3) years direct employment experience in public sector management. A preference will be given for strong accounting and budgeting skills, or strong planning and zoning skills, and for those holding a master's or related advanced degree. Furthermore, the desired candidate would possess the following:

- Proficiency in general accounting principles, public finance, municipal accounting and budgeting;
- Experience in cost-benefit analysis, risk and project management principles;
- Community Development;
- Thorough knowledge of public record and open meeting laws;
- Human Resources Management;
- Verbal and writing skills associated with public and customer service for effectively interacting with citizens, colleagues, elected officials and various outside contractors;
- Basic research and recordkeeping principles and disciplines.

Work Environment/Physical Demands:

Work is performed in a general office setting. Noise is minimal, but other interruptions such as ringing phones, fax/copy machines, etc. are experienced on a constant basis. At times it is necessary to leave the office setting to transport documents or complete errands in conjunction with village business. Must be willing to travel long distances to attend seminars, conferences and workshop. Additionally, the Administrator must keep abreast of issues by attending legislative votes, court proceedings or other settings that have direct impacts on the village's position.

Interaction with other Departments/Staff:

This position must interact and openly communicate with all staff on a regular basis. The Administrator must always maintain an open and honest dialogue with department directors to ensure adequate communication of work priorities.

Transfer or Assumption of Duties in Absence or Incapability:

In the event that the Administrator shall be absent from the village or incapable of discharging such duties and responsibility for any reason, the Administrator's designee shall oversee that the needs of the position are met for the duration of the absence.

STAFF REPORT

Compensation Schedule Revision

As discussed at the June 4, 2025, meeting, staff was to research the salary for an Administrative Assistant/Deputy Treasurer. I have proposed the compensation schedule be revised to include the recommended salary, and, revised it to accommodate the Finance Specialist title.

The wage scale is as shown below:

Step Adjustment	Longevity Adjustment						
	3%			5%			
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Village Clerk - Certified	\$ 30.50	\$ 31.42	\$ 32.36	\$ 33.33	\$ 34.33	\$ 36.04	\$ 37.13
Village Clerk - Uncertified	\$ 29.00	\$ 29.87	\$ 30.77	\$ 31.69	\$ 32.64	\$ 34.27	\$ 35.30
Deputy Clerk - Certified	\$ 26.50	\$ 27.30	\$ 28.11	\$ 28.96	\$ 29.83	\$ 31.32	\$ 32.26
Deputy Clerk - Uncertified	\$ 25.00	\$ 25.75	\$ 26.52	\$ 27.32	\$ 28.14	\$ 29.54	\$ 30.43
Admin. Assistant/Deputy Clerk	\$ 25.00	\$ 25.75	\$ 26.52	\$ 27.32	\$ 28.14	\$ 29.54	\$ 30.43
Admin. Assistant/Deputy Treasurer	\$ 26.50	\$ 27.30	\$ 28.11	\$ 28.96	\$ 29.83	\$ 31.32	\$ 32.26
Administrative Assistant	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 28.36	\$ 29.21
Compliance Officer	\$ 25.00	\$ 25.75	\$ 26.52	\$ 27.32	\$ 28.14	\$ 29.54	\$ 30.43

Step Adjustment	Longevity Adjustment						
	3%			5%			
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Administrator	\$ 125,000	\$ 128,750	\$ 132,613	\$ 136,591	\$ 140,689	\$ 147,723	\$ 152,155
Finance Director/Specialist/Treasurer	\$ 78,000	\$ 80,340	\$ 82,750	\$ 85,233	\$ 87,790	\$ 92,179	\$ 94,945
Utilities Director	\$ 83,600	\$ 86,108	\$ 88,691	\$ 91,352	\$ 94,093	\$ 98,798	\$ 101,762
Parks & Streets Director	\$ 80,000	\$ 82,400	\$ 84,872	\$ 87,418	\$ 90,041	\$ 94,543	\$ 97,379
Marina Manager	\$ 62,915	\$ 64,802	\$ 66,747	\$ 68,749	\$ 70,811	\$ 74,352	\$ 76,583
Marina Assistant Manager	\$ 52,000	\$ 53,560	\$ 55,167	\$ 56,822	\$ 58,526	\$ 61,453	\$ 63,296

STAFF REPORT

Village Clerk Position and Interim Compensation

As trustees know, the new Clerk left. Her resignation letter was shared with the Board.

Job Posting

We advertised for the position and received seven applications or resumes. It appears possibly two are worth pursuing and staff will be offering interviews to the candidates.

Outsourcing

Chair Howson would like a discussion on outsourcing the Clerk's duties.

A Clerk is a statutory requirement, and the minimum duties are outlined in the Wis. State Stats §61.25. Clerk duties differ by type of municipality (e.g. different laws for city clerks vs. village clerks).

From your municipal officials' handbook:

The Role of the Municipal Clerk

By Claire Silverman, Legal Counsel, League

The municipal clerk plays a pivotal role in each municipality. In the past, many municipal clerks were elected and took office with only a general knowledge of their duties. While some clerks are still elected, many municipalities have changed the method of selecting the clerk from elected to appointed, given the magnitude and complexity of the clerk's duties, and the broad-based but specialized knowledge clerks must have to complete those duties. To help municipal officials better understand what the clerk does, this legal comment provides a brief, general overview of the municipal clerk's basic duties.

The municipal clerk's basic duties are set forth in the Wisconsin statutes, in secs 61.25 (villages) and 62.09(11) (cities). Although the wording of the statutes governing village and city clerks are very similar, they are not identical. While you may wish to consult the statutes for the specific details, basic statutory duties include the following:

1. Care and custody of the corporate seal and municipal papers and records and transfer of those records to the clerk's successor;
2. Allowing inspection of those records as permitted by Wisconsin's public records law;
3. Attending common council or village board meetings and keeping a full record of the proceedings;
4. Maintaining a minute book with governing body proceedings;

5. Countersigning all ordinances and resolutions adopted and publishing or posting as required by law and recording proof thereof;
6. Maintaining an ordinance book noting all ordinances adopted, in chronological order, with information pertinent to the adoption;
7. Maintaining records of all licenses and permits granted, as well as recording all bonds;
8. Notifying persons elected or appointed to municipal offices; notifying other governmental offices of elections as necessary;
9. Administering oaths and affirmations;
10. Drawing and countersigning orders on the municipal treasury in accordance with statutory requirements and maintaining accounts thereof in the appropriate books;
11. Keeping an accurate account with the treasurer and charging the treasurer with all tax lists presented for collection and with all moneys paid into the treasury; and notifying the county treasurer by February 20, of the proportion of property tax revenue and of the credits under sec. 79.10 that is to be disbursed by the taxation district treasurer to each taxing jurisdiction located in the municipality; village clerks must make and deliver a tax roll to the village treasurer and make and transmit to the county treasurer, on forms provided by the department of revenue, a statement showing the total amount of all taxes levied in the village;
12. Stamping or endorsing street trade permits at the request of an employer under sec. 103.25 (3m) (b) and stamping or endorsing traveling sales crew worker permits at the request of an employer under sec. 103.34 (11) (c);
13. Responsibility for elections and voter registrations.
14. Although the above list is extensive, it is not all-inclusive. Other statutes governing specific subjects often impose additional duties on the clerk or require the clerk to take certain actions. For example, in cities and villages with a Board of Review (BOR) comprised of municipal officials, sec. 70.46 makes the clerk a member of the board, except in 1st class cities, as well as the recording secretary and BOR records custodian. Other examples include the statutes governing annexation which require the clerk to take certain actions when annexation petitions are filed or annexation ordinances are enacted. Numerous statutes require the clerk to convey information to specific state departments (e.g., the clerk must send a list of liquor licensees to the Department of Revenue annually). With a broad brush, sec. 61.25(9) requires the clerk to “perform all other duties required by law or by any ordinance or other direction of the village board.”

Conclusion

Municipal clerks have broad responsibility. In some municipalities, the position of clerk has been combined with other offices or positions such as, for example, treasurer and/or administrator. Without a municipal clerk or someone to perform the clerk’s duties, chaos would reign and, eventually, things would grind to a halt. Hopefully this overview of the clerk’s duties and role will make municipal officials more knowledgeable and appreciative of the important role played by the municipal clerk.

Changing the method of selecting the clerk requires adoption of a charter ordinance under sec. 66.0101. Secs. 61.197(2) (villages) and 62.09(3)(b)6 (cities).

The time municipal clerks must devote to election matters has increased dramatically in the last 15 years with the enactment of new federal and state laws. Clerks must attend elections training at least once every two years, and are responsible for training other election officials. Election duties include the following specific duties as well as “any others which may be necessary to properly conduct elections or registration:” Sec. 7.15(1) Equip polling places; provide for the purchase and maintenance of election equipment; prepare and deliver ballots, including absentee ballots; prepare necessary election and registration notices and publications; thoroughly and systematically inspect the conduct of elections in the municipality so that elections are honestly, efficiently and uniformly conducted; discharge election officials for improper conduct or willful neglect of duties and report suspected election frauds, irregularities or violations of which the clerk has knowledge to the district attorney; review, examine and certify the sufficiency and validity of petitions and nomination papers; direct how and when to destroy the contents of the blank ballot boxes and unused election materials; assure adequate staffing at all polling places; issue a call for election and prepare and distribute ballots whenever the governing body of any municipality submits any question to a vote of the electors or whenever a proper recall petition and certificate are filed; maintain a free access information system for voters who vote under sec. 6.96 or 6.97; provide requested information to the Government Accountability Board (GAB) and assist GAB in educating voters about the voting process; reasonably accommodate voting accommodation requests made by individuals with disabilities whenever feasible; post information regarding outstanding provisional ballots as soon as possible after polling places have closed.

In Sister Bay, the Clerk is also used for daily office operations, ordinance and resolution tracking, serves as recording secretary to different committees, issues non-statutory licenses, serves as back up to the Administrative Assistant, etc. When Heidi was here, even Sue, the Clerk routinely worked in excess of 40 hours a week.

Compensation for Covering Duties

Not having a Clerk has been a large strain on staff. Last year not having a Finance Director was extremely stressful, but between three staff and our consultants, we were able to keep our head above water. In spring, when Janal left, Heidi and I divided the duties, and were able to manage the workload with overtime. With the hiring of Sarah, she has helped, but I find myself inundated with the planning and zoning side of the job that I have not been able to pass along yet. When Heidi left, the stress escalated, but by hiring Sarah, and then Sue, we were ‘managing’. Now that the new Clerk left, we are treading water with no seasoned

Clerk to lean on – Sarah, still a new employee, is taking all meetings, phone calls, walk-ins, and invoices and receipts – its too much. I am taking everything else, and it's a struggle, especially since we still haven't recovered from the additional zoning work. Add to the mix is we have no Notary, so documents aren't getting signed, notarized, and follow up occurring. Thankfully Gibraltar has offered to help us once a week by taking appointments (Wed. 12-1) where they will help Notarize signatures.

Although staff declined compensation for the extra work when Janal left, we are asking for interim compensation until a new Clerk is trained. In the past, when duties were divided amongst three employees, each employee received a \$500 monthly bonus for four months; with two employees, it is recommended the bonus be \$750 per month.

STAFF REPORT

Employee Handbook Revisions

Vlad has found a discrepancy in the insurance payment in lieu of taxes. We explain the employee who declines insurance will still receive 50% of the contribution we make to other employees' health plans, but the handbook doesn't say what that '50%' is based on. Historically, we gave employees 50% of the contribution we make to a single person's health plan, but that is not specified in the handbook. The below would clear up any confusion:

Amend the *EMPLOYEE BENEFITS & RIGHTS* section of the Employee Handbook (May 2025) to clarify what the payment in lieu of benefits is – is it based on a single plan, or a family plan? (p.21)

Payment in Lieu of Benefits

Employees have the option to elect to not participate in the health, dental or vision insurance programs. Selection of this option must occur upon initial employment or annually during open enrollment. Changes cannot be made outside of those times unless the employee has a qualifying life event, and the change must be made within thirty (30) days of that qualifying life event.

Employees will receive 50% of the savings from the waiver of benefits **based on the employer contribution to a single plan**. Payments will be included with the employee's regular payroll. While payments will be taxable, payments will not be included for the computation of wages including, but not limited to, WRS-eligible wages, COLA, overtime or other pay.

Secondly, we had an employee report being harassed by someone not an employee. What we found is there is no reporting mechanism, or process, for such harassment. The employee recommended the employee have the option to report it to make a record of it, or, report it seeking action. The following is proposed:

Amend the Employee *HARRASSMENT POLICY* section of the Employee Handbook (May 2025) to clarify a process for reporting harassment. (beginning on p.5)

Overview

The Village is committed to maintaining a workplace free of discrimination and harassment and takes all complaints or reports of harassing or discriminatory conduct by or against any of the Village's employees, supervisors, elected officials, visitors, vendors, citizens, or any other party seriously. The timely reporting and prompt effective resolution of complaints is crucial to preventing and ending

prohibited conduct; and, therefore, the following procedures are in place to address prohibited conduct:

- If the employee believes that they have experienced or witnessed conduct that violates this policy, it must be reported as soon as possible to their immediate supervisor or the Village Administrator. **Timely reporting allows the supervisor to contact the aggressor to question them on the alleged activity and create a record of both victim and harasser interpretations of the incident. Whether investigated or not, a supervisor has the right, under this policy, to remove anyone from village property they believe has harassed a village employee, and, refuse them future service.**
- Do not bring the complaint to the immediate supervisor first if the supervisor is the subject of the complaint, or if the employee feels more comfortable bringing the matter to the attention of one of the other designated representatives identified above.
- Please see the *GRIEVANCE PROCEDURE* section for further information.

Investigations and Remedial Action:

- All complaints will be promptly and thoroughly investigated. If necessary, the Village will contract with a third party to conduct the investigation.
- The Village will take corrective action designed to end any harassment or discrimination in the workplace and prevent it from recurring, **including but not limited to the public's harassment of an employee, and subsequent action, even if appropriate action is deemed refusal of service or removal from village property.**
- **For village employees and officials,** corrective and preventive action may include the imposition of discipline or involuntary termination, training, referral to counseling, monitoring, demotion or reassignment, or any other action deemed appropriate under the circumstances. The Village will make follow-up inquiries to ensure that the harassment or discrimination has not resumed.

The Village recognizes that false allegations of harassment or discrimination may have a serious impact on innocent individuals and will take appropriate action against anyone who makes a false claim of harassment or discrimination.

Confidentiality

The Village understands that matters of harassment or discrimination can be sensitive, and when possible, will keep complaints and related information in confidence. Disclosure will occur only when necessary to investigate and resolve the matter and when required by law.

The employee has the right to report the harassment incident as a *Type 1 Incident*, or a *Type 2 Incident*.

A Type 1 Incident is a situation in which the employee reports the perceived harassment to merely make a record of it, but does not seek disciplinary action be taken against the harasser. A Type 1 Incident may still warrant an investigation, but the file will be closed upon confirmation of the incident; however, the incident can be referenced should a Type 2 Incident be reported in the future.

A Type 2 Incident requires a thorough investigation and disciplinary action, and if the harasser is a member of the public, the action can be either removal from village property, refusal of service, or other appropriate action the Supervisor deems necessary.

Retaliation

Any employee who reports harassment or discrimination, files a complaint, or takes part in an investigation, is protected from any retaliatory action. No reprisal or adverse action will be taken against the employee for coming forward or participating in the investigatory process. If an employee believes they have been the subject of retaliation, even if the behavior is subtle or the employee is unsure that the conduct is retaliation, they should report it immediately to their supervisor, the Village Administrator, or, if applicable, the Chair of the Personnel Committee. Anyone who violates this retaliation prohibition will be disciplined or terminated.

SISTER BAY

EMPLOYEE GRIEVANCE FORM

Name of Grievant: _____

Department: _____

Job Title: _____

Best Method to Contact Grievant (email, phone)

Email: _____

Phone: _____

Date of Occurrence: _____

Location: _____

Grievance Type: ____ Type 1 (documentation, possible investigation, no disciplinary action) or, ____ Type 2 (documentation, mandatory investigation, mandatory disciplinary action)

Grievance Summary Statement (attach additional pages, if necessary):

Policy or Regulation Violated (attach additional pages, if necessary):

Witness(es):

Resolution Requested/Recommended Action/Relief (if any):

Grievant Signature:

Date Signed: _____ Date Submitted to Supervisor or Administrator:

The Village Supervisor, Village Administrator, or Chair of the Personnel Committee (if appropriate), will contact the employee after receipt of this form and provide further information about the grievance, as allowed in this policy.

For Office Use Only

Date Grievance Received:

Investigator Assigned:

Date Grievance Referred to Investigator:

STAFF REPORT

CPI UPDATE

At the June meeting, when discussing the COLA, the committee requested CPI updates.

Released August 12, 2025:

CONSUMER PRICE INDEX – JULY 2025

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.2 percent on a seasonally adjusted basis in July, after rising 0.3 percent in June, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 2.7 percent before seasonal adjustment.

The index for shelter rose 0.2 percent in July and was the primary factor in the all items monthly increase. The food index was unchanged over the month as the food away from home index rose 0.3 percent while the food at home index fell 0.1 percent. In contrast, the index for energy fell 1.1 percent in July as the index for gasoline decreased 2.2 percent over the month.

The index for all items less food and energy rose 0.3 percent in July, following a 0.2-percent increase in June. Indexes that increased over the month include medical care, airline fares, recreation, household furnishings and operations, and used cars and trucks. The indexes for lodging away from home and communication were among the few major indexes that decreased in July.

The all items index rose 2.7 percent for the 12 months ending July, after rising 2.7 percent over the 12 months ending June. The all items less food and energy index rose 3.1 percent over the last 12 months. The energy index decreased 1.6 percent for the 12 months ending July. The food index increased 2.9 percent over the last year.

Consumer Price Index Summary

June Report

CPI rose 0.3% in June.

CPI rose 2.7% over the past year, not seasonally adjusted; it rose 2.9% seasonally adjusted. Shelter prices increased 3.8% over the past year.

Next report is August 12 (for July).

