

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, September 10, 2025
(Approved)

1. Call to Order

Chair Louise Howson called to order the Personnel Committee meeting on Wednesday, September 10, 2025, at 2:07 P.M.

2. Roll Call

Present: Chair Louise Howson, Nate Bell -Ex Officio. Kurt Harff -excused.

Staff Present: Village Administrator Julie Schmelzer; Sarah Bertges, Administrative Assistant

3. Approve Agenda

Motion by Bell, second by Howson, to approve the agenda for the September 10, 2025, meeting.

Motion carried – All ayes.

4. Approve Minutes: August 21, 2025

Approval of the August 21, 2025, meeting minutes was deferred to the next meeting due to the absence of a committee member who was present at that meeting.

5. Comments, Correspondence and Concerns from the Public

No public comments, correspondence, or concerns were received.

6. Executive Session

a) Adjourn into closed session pursuant to Wis. Stats. §19.85(e) for deliberating or negotiating for purchase of public properties, investment of public funds, or conduct of other specific public business, whenever competitive or bargaining reasons require a closed session: Interview Firms Specializing in Administrator Recruitment Services

Motion by Howson, second by Bell, to adjourn into closed session pursuant to Wis. Stats. §19.85(e) for deliberating or negotiating for purchase of public properties, investment of public funds, or conduct of other specific public business, whenever competitive or bargaining reasons require a closed session: Interview Firms Specializing in Administrator Recruitment Services. Roll call: Howson - aye, Bell - aye. Motion carried.

Prior to entering closed session, Bell noted for the record that all remote participants have their own obligations outside of village bylaws that bind them to confidentiality. *The Committee adjourned to closed session.*

b) Reconvene into Open Session

Motion by Bell, second by Howson to reconvene into open session at 4:05 P.M. Roll call: Howson - aye, Bell - aye. Motion carried -All ayes.

c) Motion or Action, as Appropriate

Motion by Howson to make a recommendation to the Village Board to contract with IPA for Administrator Services. Motion carried- 1- Aye (Howson); 1- Abstain (Bell).

7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee

1 None.

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3 **8. Next Meeting Date: TBD**

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5 **9. Adjourn**

6 *At 4:11 P.M. a motion was made by Bell, second by Howson to adjourn. Motion carried – all ayes.*

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8 *Respectfully submitted by Sarah Bertges, Administrative Assistant*