

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, September 24, 2025
(Approved)

1. Call to Order

Chairperson Howson called the Personnel Committee meeting to order on Wednesday, September 24, 2025, at 10:03 AM.

2. Roll Call

Present: Chair Howson and members Kurt Harff and Brigid White

Staff: Village Administrator Julie Schmelzer and Administrative Assistant Sarah Bertges

3. Approve Agenda

Motion by Harff, second by White, to approve the agenda. Motion carried – all ayes.

4. Comments, Correspondence and Concerns from the Public

None.

5. Discussion/Action Items

a. Village Administrator Recruitment Firm Kick-Off Meeting

Howson introduced Jay Shambeau from Innovative Public Administrators, or IPA, who joined the meeting via Zoom to discuss the recruitment process for a new Village Administrator.

Mr. Shambeau thanked the committee for selecting IPA and expressed confidence in their ability to recruit a Village Administrator to replace Schmelzer, who he understood was retiring in January. He outlined the recruitment timeline:

- Week 1 (current): Kickoff call and development of marketing materials
- Weeks 1-4: Active recruitment period
- First review date: Approximately 4 weeks after posting
- After first review: Schedule interviews and coordinate community tours
- Final steps: Assist with offer, negotiations, and employment contract

Mr. Shambeau explained they were actively developing marketing materials and working with Schmelzer and Howson to obtain photos and videos to promote the position. He noted that recruitment documents, including the position description and recruitment brochure, would be available for review by the end of the week.

Howson discussed providing photos from the Sister Bay Advancement Association, as the village had limited photos of its own. She asked for clarification about the job description review process, and Mr. Shambeau explained that IPA would review the existing description and create a shortened version for the recruitment materials.

The committee discussed several additions to the job description that would be in the recruiting materials, including:

- Grant writing skills – Board members emphasized this was critical as Schmelzer had been exceptional in this area
- Technological proficiency - Howson noted this was important for improving office efficiencies
- Zoning experience - The committee discussed at length the complexity of the village code and the current combination of zoning duties with the administrator role

1 The committee also discussed compensation parameters. Schmelzer indicated the starting salary
2 was approximately \$129,000 with 3% annual increases. After discussion, the committee determined
3 a beginning salary range of \$129,000 to \$145,000 would be appropriate for the posting.

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5 Mr. Shambeau explained the next steps in the recruitment process:

- 6 ● A position assessment survey would be sent to trustees and key staff within the next few days
- 7 ● The posting would go live by the end of the week
- 8 ● The first review date would be approximately 4 weeks after posting
- 9 ● Interview panels would include trustees, department heads, and possibly community leaders

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11 Mr. Shambeau concluded his portion of the meeting, thanking the committee and providing his
12 contact information for any questions.

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14 The committee identified supervisors who should receive the assessment survey: Dave, Eric, Megan,
15 Vlad, Sarah, and Sam.

16
17 The committee briefly discussed future considerations regarding the employment package,
18 including:

- 19 ● Housing stipend options
- 20 ● Relocation expenses
- 21 ● Conference and professional development allowances in that current allowances are minimal
- 22 ● PTO policies that consider experience levels vs. no recognition for experience

23 24 **6. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee**

25 The following items were identified for an upcoming meeting agenda:

- 26 ● Relocation expense policy
- 27 ● Housing stipend options
- 28 ● Conference and professional development allocations
- 29 ● PTO policies
- 30 ● Review of job description (if needed)
- 31 ● Employee handbook review
- 32 ● Employment contract review

33 34 **7. Next Meeting Date**

35 Scheduled Tuesday, October 14, 2025, at 10:00 AM.

36 37 **8. Adjourn**

38 *At 11:31 A.M. a motion was made by Harff, second by White to adjourn. Motion carried – all ayes.*

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40 *Respectfully submitted by Sarah Bertges, Administrative Assistant*