



PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, October 14, 2025, at 10:00 A.M.

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

[Deviations from the agenda order shown may occur](#)

For additional meeting information visit: www.sisterbaywi.gov, click 'Agendas and Minutes'

AGENDA

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approve Minutes: September 10 & 24, 2025
5. Comments, Correspondence and Concerns from the Public
6. Discussion/Action Items
 - a) Personnel Handbook Revisions: Harassment Reporting
 - b) Employee Contracts
 - c) Job Descriptions
 - d) Recruitment Assessment
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
8. Next Meeting Date: November 12, 2025 @ 2:00 pm
9. 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. Monday-Thursday).

The Village of Sister Bay is an Equal Opportunity Provider and Employer