

1 **PERSONNEL COMMITTEE MEETING MINUTES**

2 **Thursday, October 14, 2025**

3 **Approved**

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5 **1. Call to Order**

6 Chair Louise Howson called to order the Personnel Committee meeting on Thursday, October 14,
7 2025 at 2:00 PM.

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9 **2. Roll Call**

10 **Present:** Chair Howson and members Kurt Harff & Brigid White.

11 **Staff:** Village Administrator Julie Schmelzer and Village Clerk Julie Thyssen.

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13 **3. Approve Agenda**

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

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16 **4. Approve Minutes: September 10 & 24, 2025**

17 *Motion to approve the minutes of the September 10 and September 24, 2025, meetings by White,*
18 *second by Harff. Motion carried – all ayes*

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20 **5. Comments, Correspondence and Concerns from the Public**

21 No public comments, correspondence, or concerns were presented.

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23 **6. Discussion/Action Items**

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25 **a. Personnel Handbook Revisions: Harassment Reporting**

26 Schmelzer presented the revised harassment policy, explaining that after a harassment incident at the
27 marina, changes were needed to improve the reporting options for employees. The primary changes
28 included:

- 29 ● Clarification of payment in lieu of benefits, confirming it would be based on employer contribution
30 to a single plan rather than a family plan
31 ● Updated harassment policy that:
32 ● Provides options for employees to report harassment without requiring formal action
33 ● Creates Type I and Type II reporting designations
34 ● Includes harassment by members of the public
35 ● Adds provisions for confidentiality
36 ● Includes specific provisions regarding harassment of minors with reference to applicable statutes
37 White inquired if the recent marina situation involved a member of the public, which Schmelzer
38 confirmed, noting that a public member had touched an employee.
39 Harff expressed approval of the dual reporting system and the option for employees to simply
40 document incidents without requiring further action.

41 *Motion to accept the amendments to the employee handbook as written by White, second by Harff.*

42 *Motion carried – all ayes*

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44 **b. Employee Contracts**

45 Schmelzer presented revisions to employee contracts which included clarification of when the 30-day
46 notice period begins in case of termination. The changes specify that termination would become
47 effective 30 days from the notice of termination, applying to both village-initiated and employee-
48 initiated termination.

49 White inquired about section 7c regarding termination for cause, confirming that this provision would
50 only apply to department managers, treasurer, and clerk positions, not all village employees.

Schmelzer explained that contracts would be offered to current department heads, treasurer, and clerk but would not be mandatory for existing employees. New hires for these positions would be required to sign the contract. She also noted that the employee handbook would need to be updated to reflect these contract changes.

Motion to forward the contract to the Board and amend the handbook accordingly by Howson, second by White. Motion carried – all ayes

c. Job Descriptions

Schmelzer presented several job description changes including:

- Adding grant writing to the Village Administrator's job description
- Replacing references to "Finance Director" with "Finance Specialist" in multiple job descriptions
- Removing duties from the Utility Clerk position that were not actually performed

Howson questioned whether the Village Clerk was responsible for entering timesheet information, which Schmelzer clarified belongs to the Treasurer's responsibilities.

Schmelzer also recommended a comprehensive reformatting of all job descriptions to create consistency, noting that the current descriptions vary widely in format. She suggested updating skill requirements, education requirements, and adding components addressing emotional intelligence and job stress factors.

Motion to accept the updated job descriptions and direct clerk Julie Thyssen. to reformat all job descriptions over the winter, with future review by the Personnel Committee to examine skill requirements, knowledge requirements, emotional intelligence components, and other content by Howson, seconded by White. Motion carried – all ayes.

d. Recruitment Assessment

Schmelzer presented the preliminary results of the village administrator assessment conducted by Public Administration Associates (PAA). She noted that six staff members and three trustees had completed the assessment, with results showing a focus on community development and zoning experience.

Howson mentioned that a reminder had been sent to trustees who hadn't yet completed the assessment. She also expressed interest in comparing staff responses versus trustee responses to see if expectations aligned.

Schmelzer emphasized that the assessment would be valuable during the interview process to keep the committee focused on the identified priorities rather than being swayed by personality.

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

The committee referred to the Clerk the task of reformatting job descriptions to create a consistent template.

8. Next Meeting Date: November 12, 2025 @ 2:00 pm

The committee tentatively scheduled the next meeting for November 12, 2025, at 2:00 pm, with Schmelzer noting she would not be present. The committee acknowledged that a special meeting might be called before that date depending on administrator recruitment progress.

9. Adjourn

At 10:37 AM a motion was made by White, second by Harff to adjourn. Motion carried – all ayes.

Respectfully submitted by Julie Thyssen, Village Clerk