



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

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, September 10, 2025
(Approval Pending)

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.

2

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

4

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*

PERSONNEL COMMITTEE MEETING MINUTES
Wednesday, September 24, 2025
(Approval Pending)

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.

4
 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

10
 11 Mr. Shambeau concluded his portion of the meeting, thanking the committee and providing his
 12 contact information for any questions.

13
 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.*

39
 40 *Respectfully submitted by Sarah Bertges, Administrative Assistant*

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 practical** to their immediate supervisor or the Village Administrator. **Timely reporting allows the employee to discuss the situation with their supervisor to determine whether the situation can or should be addressed informally, and/or, allows for 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, or a formal complaint made or documented, 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. **The Village shall make all attempts to protect the confidentiality of the employee.** Disclosure will occur only when necessary to investigate and resolve the matter and when required by law. **If the alleged violator is an employee, the supervisor has the authority to request the employee not show up for work until an investigation is complete; all suspensions during an investigation shall be with pay.**

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 report the incident to their supervisor so they are aware of the situation, or make a record of it, but the employee 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.

Minors

If the employee subject of harassment is a minor, such harassment may fall under Wisconsin's child abuse laws (Wis. Stats. Chapter 948). Harassment of a minor will not be tolerated, and the supervisor is to report the alleged activity to law enforcement or Child Protective Services so a thorough investigation may be made by the appropriate agency. Any employee or member of the public found guilty of harassing a minor shall be banned from village property. A minor is not required to complete a grievance form, but the incident shall be documented by the supervisor prior to contacting law enforcement or Child Protective Services.

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:

EMPLOYMENT AGREEMENT
DEPARTMENT MANAGER/ASSISTANT MANAGER/TREASURER/CLERK
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 Employee shall be voluntary; absent a thirty (30) day notice, the Employee shall forfeit any accrued Paid Time Off.** 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, **with termination effective thirty (30) days from the notice of termination. After the notice of termination is provided to the Employee, the Village reserves the right to require the Employee to vacate the premises until the thirty (30) day termination date is effective.**
 - 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

At our last meeting we discussed adding 'grant writing' to the Village Administrator's job description. A draft amendment is attached.

We recently amended the Finance Director/Treasurer job description to make it a Financial Specialist/Treasurer, and removed all supervisor responsibility. This impacts other job descriptions, as shown on the attached.

Do we support amending the job descriptions as shown? Any other changes?

As a side note, our job descriptions are a mess. As you can see they use different formatting. I was going to make them all consistent, but didn't have time – I recommend this be a 2026 project. (They also need the 'equal opportunity employer' language on each description.)



Village of Sister Bay

Job Title: Village Administrator/Zoning Administrator

Department: Administration

FLSA Classification: Exempt

NEED TO ADD GRANT WRITING, per 09242025 Personnel Cmte meeting

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;

Approved October 8, 2025 Personnel Committee

- 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;
- **Research, apply and administer grants.**
- 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.

Job Description

JOB TITLE: Village Clerk

EXEMPT: No

STATUS: Full Time

SUPERVISOR: Village Administrator/~~Finance Director~~

Summary Description:

This is a position with a variety of clerical, administrative and statutory duties, including responsibility for the issuance of licenses, permits, official records and elections activities. The Village Clerk's basic duties are outlined in the Wisconsin Statutes, Section 61.25.

Major Duties/Essential Functions:

- Maintains the records of all Village Board minutes, proceedings, ordinances and resolutions, board/commission activities and Village correspondence. Serves as official records custodian. Works with Village staff, board and commission chairpersons to ensure retention of required records. Reviews and signs official Village documents.
- Performs various clerical and data entry tasks related to receipts, deposits, ~~and expenditures, and payroll.~~ Maintains a cash receipts log, makes deposits at least weekly, and creates invoices as needed. Enters payables as they are received and makes weekly payments according to due dates. ~~Enters timesheet information in a payroll module and submits a print out to the Finance Director for approval.~~ Prepares payroll tax and benefit transmittal invoices. Prints and signs all checks and forwards them for a second signature and distribution.
- Administers the posting and publication of notices in conformance with Open Meetings and Open Records laws. Advises and trains boards/commissions and Village staff on open meetings responsibilities. Responds to Open Records requests. Resolves questions from the public regarding the Village Municipal Code, as appropriate.
- Administers the election process for all primary, regular and special elections in accordance with statutes. Coordinates the poll worker appointment process with major political party representatives; conducts election training sessions for all poll workers prior to each election. Oversees the operation of all voter registration-related procedures. Tabulates and certifies votes and conducts Board of Canvass.
- Provides general information on property tax bills, Village license and permit fees and other related information and application forms to applicants and the general public.
- Manages the licensing process for all required licenses including but not limited to dog licenses, liquor licenses and festival permits.

- Reviews and signs annual assessment roll; serves as Clerk of the Board of Review; attends and documents Board of Review proceedings and updates assessment roll; submits final assessment roll to State.

Minor Duties/Responsibilities:

- Participates in planning for the next budget period by maintaining a file of all notices, letters, etc. pertaining to future budgetary needs.
- Assists the Village Finance ~~Director~~ Financial Specialist/Treasurer in preparing for the annual audit.
- Accountable for coordinating the tax collection process with the Door County Treasurer. Prepares the periodic and final tax settlement allocations and submits them to the Finance ~~Director~~ Financial Specialist/Treasurer for approval.
- Provides essential information regarding property taxes for property status letters as requested.
- In coordination with the Administrative Assistant, answers telephone inquiries from staff, citizens, vendors and other municipalities. Handle complaints and inquiries at the Administration Building.
- Compiles information for surveys and reports as assigned.
- Attends meetings and training seminars to maintain current knowledge of state and federal regulations and requirements.
- Performs related duties as assigned.

Supervision/Accountability:

Directly accountable to the Village Administrator with respect to Clerk functions and **some limited accountability** to the Village ~~Finance Director~~ Financial Specialist/Treasurer with respect to financial **aspects of the job duties**. The Financial Specialist/Treasurer does not directly supervise the Village Clerk nor have disciplinary authority.

Knowledge:

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 numerous chapters of the Wisconsin State Statutes and general familiarity with all other statutes. Knowledge of numerous chapters of the Sister Bay Municipal Code. Knowledge of the principles and methods of municipal tax collection practices and municipal accounting practices. 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 speak and understand the English language fluently and use proper grammar, punctuation and spelling. Performing responsible work requiring independent and analytical judgment with speed and accuracy; interpreting, and applying organizational policies, laws, rules and regulations, taking responsibility for the compilation and organization of reports; composing correspondence; ability to research and analyze cost, wage, benefit and billing computations; making complicated arithmetic calculations with speed and accuracy; meeting the public tactfully, and courteously answering questions in person and over the telephone. Ability to research and obtain pertinent information through various resources. Ability to communicate effectively with the public, elected officials, vendors and Village staff on matters requiring considerable discretion and knowledge. 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 use personal computer equipment to process, access, retrieve, or input information using standardized software common to the work unit or as assigned.

Education/Experience:

Any combination equivalent to education and experience that provides the preferred knowledge and skills is qualifying. Typical qualifications would be equivalent to possession of a high school diploma or G.E.D., with courses in accounting, management principles, communication skills and computer usage, supplemented by diversified office experience and progressive management responsibilities. An associate degree from an accredited college/university and/or five (5) years office management responsibility, along with working knowledge of government is preferred.

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.

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, financial general ledger accounting, spreadsheet, database and word processing software; network computer system; telephone; 10-key calculator; copy machine and FAX machine.

License/Certifications:

Possession of a valid Wisconsin Motor Vehicle operator's license and willingness to use own transportation in the course of performing required duties. Must hold office of Notary Public. Attainment of Certified Municipal Clerk designation is preferred.

Special Conditions of Work:

Must be capable of qualifying to conduct public elections.

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.

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



Village of Sister Bay

Job Title: Utility Clerk

Department: Water and Sewer Utility

FLSA Classification: Non-exempt

Summary Job Description

This is a part time position with a variety of clerical and administrative duties. The Utility Clerk is responsible for the collection, receipting, accounting, dispersal and deposit of all Utility funds.

Major Duties/Essential Functions

The Utility Clerk manages the preparation of sewer and water utility bills, mails and processes sewer and water utility bills and enters all billing information into the billing system. He or she also maintains customer information and Utility asset data bases.

The Utility Clerk manages the collection and receipting of all Utility monies received from customers. He or she also prepares appropriate invoices, vouchers, checks and refunds, monitors the timely receipt and accuracy of bank documentation related to the Utility's bank accounts, ensures that Accounts Payable and Accounts Receivable are accurately posted, and is responsible for compiling information required for the Utility's annual audit.

The Utility Clerk provides general information to citizens on utility bills, connection fees, permit fees and other related information, and provides application forms to applicants and the general public.

The Utility Clerk processes all delinquent water/sewer invoices and other chargeable items for the Utility, and monitors collection performance and reporting.

~~The Utility Clerk participates in planning for the next budget period by compiling data, estimating future costs and determining new budget figures, and reviews and monitors all Utilities financial transactions.~~

The Utility Clerk serves as the official records custodian for the Utility; works with Utility staff and the Utilities Committee Chair to ensure retention of required records, and prepares monthly and quarterly reports as needed.

The Utility Clerk answers telephone inquiries from staff, citizens, vendors and other municipalities, and handles in-person complaints and inquiries at the Administration Building.

The Utility Clerk maintains public relations with customers, vendors and all interested parties.

Minor Duties/Responsibilities

The Utility Clerk processes all special assessment letter requests which are sent to the Utility and posts all payments received.

The Utility Clerk completes miscellaneous reports, annual report information, year-end water sales and usage reports and the Annual Sewer Service Report.

The Utility Clerk performs general secretarial tasks, processes mail, and handles correspondence for the Utilities Department as assigned.

The Utility Clerk attends meetings and training seminars in order to maintain current knowledge of state and federal regulations and requirements, and performs related duties as assigned.

Supervision/Accountability

The Utility Clerk is under direct supervision of the ~~Village Administrator and the Finance Director in coordination with the Utilities y Manager Director.~~

Required Knowledge

The Utility Clerk must have knowledge of governmental and utility accounting principles, and have knowledge of the principles and methods of utility billing and collections, municipal accounting practices, and the principles and procedures related to governmental enterprise accounting in order to direct and carry out functions in accordance with PSC regulations and generally accepted accounting principles. The Utility Clerk must also have knowledge of the related chapters of the Sister Bay Municipal Code; have knowledge of modern office methods and procedures, be familiar with electronic data processing systems, and be able to operate office equipment and maintain filing systems. He or she must be able to write business letters and reports; do proofreading; and have knowledge of statistical and record-keeping principles and procedures; and be able to proficiently utilize computerized accounting systems and spreadsheets.

Skills/Abilities

The Utility Clerk must have the ability to perform complicated arithmetic calculations; be able to perform accounting duties with speed and accuracy; be capable of doing data entry, be able to use personal computers, and have the ability to understand and apply basic input procedures. He or she must also have the ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling; be able to maintain verbal and written interpersonal communications with a diverse range of people, and be able to handle emotional situations, establish and maintain cooperative relationships with co-workers and citizens contacted in the course of work; be able to meet the public tactfully, and be able to courteously answer questions in person and over the telephone. The Utility Clerk must be able to communicate clearly and courteously with Village staff members, Utility Commissioners, elected officials and the public, have the ability to research and obtain pertinent information through various resources, and have the 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

Any combination of equivalent education and experience that provides the required knowledge and skills is qualifying. Typical qualifications would be possession of a high school diploma or G.E.D., with course work in bookkeeping, accounting, typing and general office procedures, and three (3) years experience in an office environment with a variety of accounting duties, including customer service tasks.

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.

While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to use hands to type, finger, handle, or feel objects, tools, or controls; and must be able to 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 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.

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 computers, spreadsheet and word processing software, including but not limited to Civic Systems – Caselle/Clarity Utility Billing Software, Windows, Microsoft Word, Microsoft Excel and Microsoft Outlook; networked computer systems including various printers; telephones; 10-key calculators; copy and fax machines and other standard office equipment.

License/Certifications

Possession of a valid Wisconsin Motor Vehicle operator's license is preferred.

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. This 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.

A spreadsheet on which the majority of the Utility Clerk's job duties are outlined is hereby attached and incorporated by reference.



VILLAGE OF SISTER BAY WATER & SEWER UTILITY

OUTLINE OF UTILITY CLERK JOB DUTIES

I. Administrative

- A. Receive mail daily
 - ~ Date stamp any and all paperwork received
- B. Process cash receipts
 - ~ From quarterly billings
 - ~ From "other income"
 - ~ From hauling invoices
- C. Process accounts payables
 - ~ Code/allocate payables as needed
 - ~ Enter and post all Utility payables; Issue checks
 - ~ ~~Prepare Accounts Payables lists for monthly Village Board Meetings~~
- D. Prepare bank deposits
- E. Make banking transactions as necessary
 - ~ Deposits; fund transfers
- F. Complete and fax Sanitary Assessment Certificates to Title Companies
- G. Respond to customer/vendor questions or inquiries.

II. Utility Billing

Follow Utility Billing Steps Checklist

- A. Post payments received
- B. Prepare and post adjustments
- C. Maintain and update customer information
 - ~ Terminated customers
 - ~ New customers
 - ~ Address changes
- D. Enter meter readings - quarterly
- E. Process and print quarterly billings; mail; post
- F. Print quarterly reports
- G. Assess finance charges
- H. Print past due billing cards; mail
- I. Take whatever follow-up collections actions are necessary

III. Miscellaneous

- A. Prepare hauler invoices - monthly
- B. Maintain special assessment records
 - ~ Annual billing for tax roll - November
 - ~ Quarterly and year-end reconciliation
- C. Complete miscellaneous reports
- D. Maintain public relations with customers, vendors and all interested parties
- E. Must be able to operate a computer and be capable of learning to use the following software/equipment:
 - ~ Civic Systems - Caselle/Clarity Utility Billing Software
 - ~ Windows; Microsoft Word; Microsoft Excel, Microsoft Outlook

STAFF REPORT

Administrator Assessment

As part of our recruitment process for a new Village Administrator, the recruiter asked trustees, supervisors, the Assistant Marina Manager and the Financial Specialist to complete an assessment of what qualities they would seek in the new administrator. Attached are the findings.



Village Administrator Assessment Report

October 3, 2025

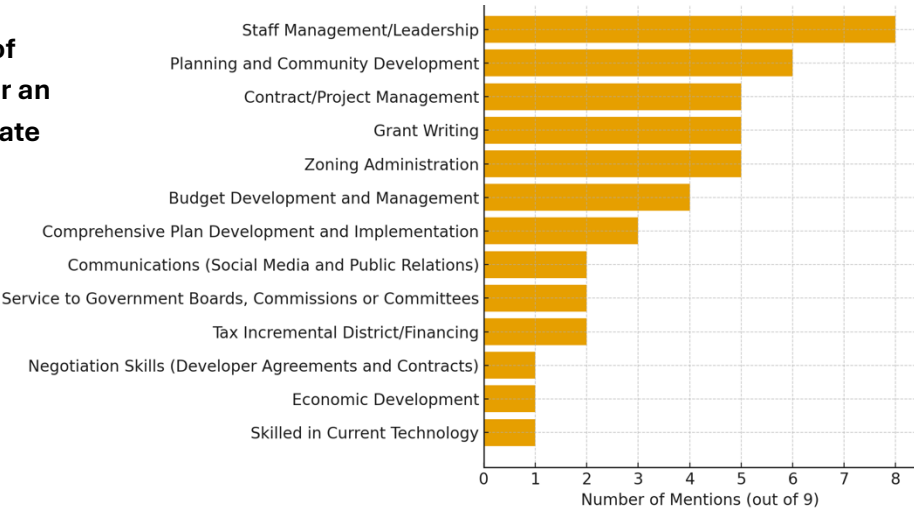
A total of 9 individuals responded to the position assessment survey—3 elected officials and 6 staff members—to share input on their preferences for the top experience and personal qualities that the ideal Village Administrator candidate will exhibit.

Most Important Experience in Municipal Government

The following areas of experience emerged as most important for an ideal candidate for the Village Administrator position:

- **Staff Management/Leadership** (7 selections)
- **Planning and Community Development** (6 selections)
- **Contract/Project Management** (5 selections)
- **Zoning Administration** (5 selections)
- **Budget Development and Management** (4 selections)
- **Grant Writing** (4 selections)
- **Comprehensive Plan Development and Implementation** (3 selections)

Top Areas of Experience for an Ideal Candidate



This feedback highlights a clear priority for candidates with strong skills in leadership, planning, project management, grant writing, and zoning. These areas reflect the Village’s focus on effective personnel oversight, forward-looking community development, successful project delivery, pursuit of external funding, and consistent application of land-use regulations.

Additional comments on experience:

- All of the above have an impact. Hopefully a candidate will have multiple years of experience in similar/same role.
- Experience always helps but it’s not everything.
- One “Other” Selection: Skilled in Current Technology

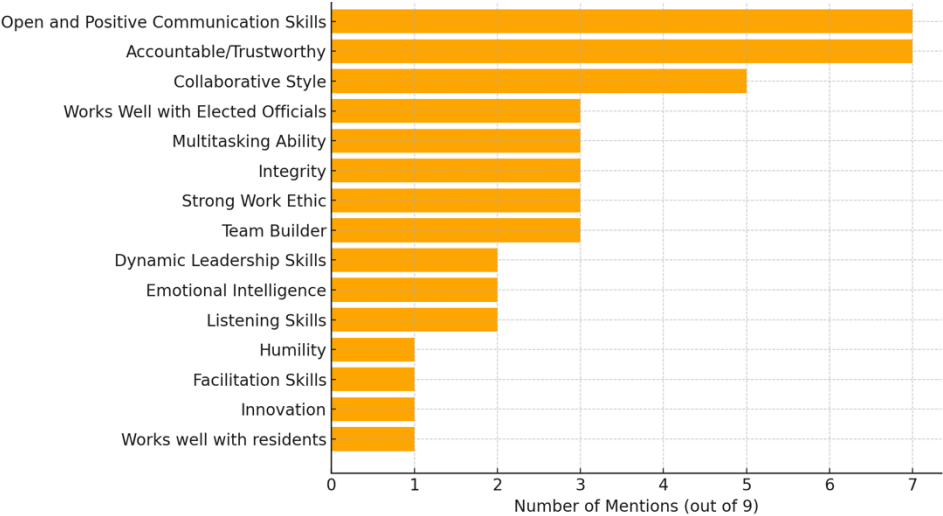
Responses to Most Important Personal Qualities

The following personal qualities were identified as most important for an ideal Village Administrator candidate:

- **Open and Positive Communication Skills** (7 selections)
- **Accountable/Trustworthy** (7 selections)
- **Collaborative Style** (5 selections)
- **Works Well with Elected Officials** (3 selections)
- **Multitasking Ability** (3 selections)
- **Integrity** (3 selections)
- **Strong Work Ethic** (3 selections)
- **Team Builder** (3 selections)

The strongest consensus is around communication and trustworthiness, reinforced by collaborative leadership and the ability to work effectively with elected officials and staff. Respondents also value integrity, work ethic, and team-building, with additional emphasis on multitasking and political navigation.

More Important
Personal Qualities
of an Ideal
Candidate



Additional comments on personal qualities:

- A strong back bone is going to be needed. This new person needs to be my shield just like current administrator is.
- One “Other” Selection: Works well with residents

Other Assessment Comments

- The Village of Sister Bay needs an Administrator who possesses a deep understanding of its history, has established relationships with the trustees, and can seamlessly integrate into its social and work culture. Cultural peace is a key factor for the success of future administrators.
- Sister Bay is a wonderful place to work and live but it does come with its unique challenges. There is a good old boy mentality still present here. Which leads into unnecessary stress and micromanaging.
- Living in Sister Bay or North of Egg Harbor would be a huge advantage for our next Village Administrator. There is an expectation and desire from our residents and businesses that the Administrator will be highly visible in the Village by visiting with our businesses, engaging with residents & non-profits, and attending Community events.