



VILLAGE BOARD MEETING

THURSDAY, NOVEMBER 6, 2025 – 10:00 AM

Sister Bay Liberty Grove Fire Station, 2258 Mill Rd., Large Meeting Rm.

[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 & Roll Call
2. Approve Agenda
3. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
4. Review Updated Administrator Assessment
5. Executive Session
 - a) Consider a motion to convene into Executive Session pursuant to:
Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:
 - i. Review Village Administrator Employment Applications
 - b) Motion to Reconvene into Open Session
 - c) Motion for Action, if Appropriate
6. Adjourn

Public Notice

Public participation at meetings and correspondence is welcome. Submit emails or letters to the Village Clerk at clerk@sisterbaywi.gov or at the Village Administration Office at 2383 Maple Drive, Sister Bay. Letters may not be read at the meeting but referenced and/or summarized. You may also email Board members directly. Questions regarding the nature of the agenda items or more detail on the items listed can be directed to the Village Administrator at julie.schmelzer@sisterbaywi.gov. Copies of reports and other supporting documentation are available for review online and at the Village Administration Office during operating hours (8 a.m. to 4 p.m. Mondays – Thursdays, 8 a.m. to noon on Fridays).

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 Village Administration Office at 920-854-4118; (FAX) 920-854-9637; emailing the Village Clerk at clerk@sisterbaywi.gov, or, by writing to the Village Administration Office, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234 (allow adequate mail time).

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.

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



Village Administrator Recruitment and Assessment Report

October 28, 2025

Recruitment Overview

Innovative Public Advisors (IPA) took an active and targeted approach to recruiting for the Village Administrator position.

The position was posted on September 30, 2025, to the following online professional networks:

- Wisconsin City/County Management Association (WCMA)
- League of Wisconsin Municipalities
- International City/County Management Association (ICMA)
- American Association of Municipal Executives
- LinkedIn (7,000+ connections)

Recruitment Marketing:

- Designed position announcement, position description, and comprehensive position profile (brochure)
- Published dynamic position landing page on IPA website
- Promoted the position on social media (Facebook and LinkedIn)
- Proactively recruited candidates through targeted outreach

IPA actively engaged with candidates by phone, email and Zoom meetings:

- 8 – Applicants from Wisconsin (7), Illinois (1)
- 6 – Applicants with masters degree or more than one
- High level conversations with Village President Bell, Trustee Howson, Trustee Bhirdo, and Vlad Gannik.
- Candidate review team interview day scheduled for Tuesday, October 28 at 1 p.m.



Position Assessment

A total of 10 individuals responded to the position assessment survey—4 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:

- **Planning and Community Development** (8 selections)
- **Staff Management/Leadership** (7 selections)
- **Zoning Administration** (6 selections)
- **Comprehensive Plan Development and Implementation** (5 selections)
- **Contract/Project Management** (4 selections)
- **Budget Development and Management** (4 selections)
- **Grant Writing** (4 selections)

Top Areas of Experience for an Ideal Candidate



This feedback highlights a clear priority for candidates with strong experience in planning and community development, staff leadership, and zoning administration, supported by skills in comprehensive planning, budgeting, project management, and grant writing. These areas reflect the Village's emphasis on strategic community growth, effective organizational leadership, sound fiscal management, successful project execution, pursuit of external funding, and consistent application of zoning and 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

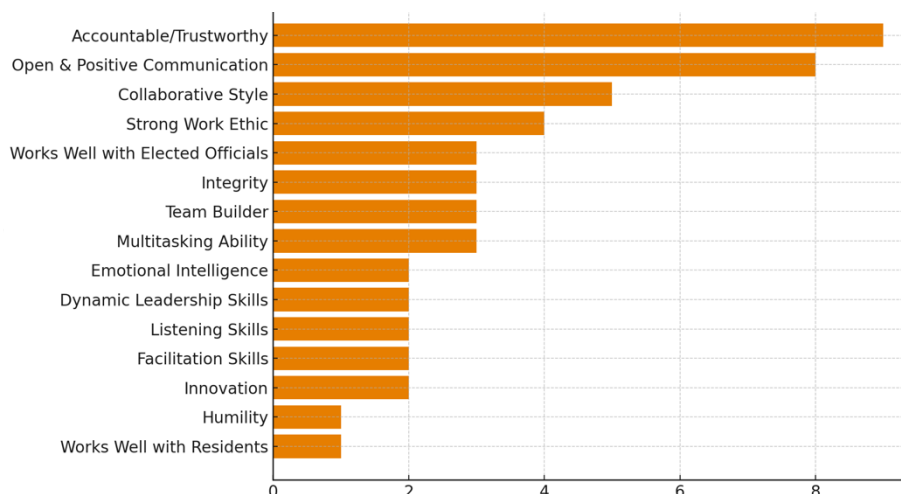
Responses to Most Important Personal Qualities

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

- **Accountable/Trustworthy** (9 selections)
- **Open and Positive Communication Skills** (8 selections)
- **Collaborative Style** (5 selections)
- **Strong Work Ethic** (4 selections)
- **Works Well with Elected Officials** (3 selections)
- **Multitasking Ability** (3 selections)
- **Integrity** (3 selections)
- **Team Builder** (3 selections)

The strongest consensus centers on trustworthiness and open, positive communication, supported by a collaborative leadership style and the ability to work effectively with elected officials, staff, and the community. Respondents also emphasized integrity, a strong work ethic, and team-building, with additional value placed on multitasking, emotional intelligence, and adaptability in navigating complex organizational and political environments.

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.