



VILLAGE BOARD MEETING

TUESDAY, NOVEMBER 11, 2025 – 2:00 PM

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. 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
5. 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



Position Description

Village Administrator

Reports to the Village Board | Exempt/Full-time | Supervisory Position
Salary Range: \$125,000-\$141,000 (DOQ)

Position Summary

The Village of Sister Bay seeks a skilled and dynamic professional to serve as its next Village Administrator. As Chief Administrative Officer (CAO), the Village Administrator is responsible for day-to-day operations and policy implementation. This position reports to a seven-member Village Board, and provides leadership to staff, manages municipal services, and ensures the effective and efficient delivery of high-quality programs to the community. The Administrator manages department supervisors and provides leadership to all full-time and part-time employees, and serves as the Zoning Administrator and Human Resources Manager.

Job Duties and Responsibilities

The Administrator directs and coordinates all Village operations, including but not limited to:

- Act as Zoning Administrator: review land use applications, serve as staff representative to the Plan Commission, monitor compliance with permits and development agreements.
- Implement policies and directives of the Village Board and report challenges or progress.
- Provide leadership and support to department supervisors and staff, working collaboratively to address operational needs.
- Oversee day-to-day operations of the Village, including enforcement of ordinances, resolutions, policies, statutes, administrative codes, and Board decisions.
- In partnership with the Village Treasurer/Financial Specialist, prepare and administer the annual operating budget and Capital Improvement Plan in compliance with statutory requirements.
- Monitor Village investments, financial policies, and recommend strategies to ensure fiscal stability.
- Serve as Human Resources Manager: advertise vacancies, coordinate hiring processes, oversee discipline/termination, and manage employee relations. Work with consultants as needed to administer employee benefits and develop cost-effective programs.
- Manage procurement processes: prepare RFPs, review bids, make recommendations, and oversee contracts in coordination with the Village Attorney.
- Develop administrative procedures and best practices to improve effectiveness and efficiency.
- Monitor state, federal, and county legislation impacting the Village, represent the Village in intergovernmental relations.
- Maintain open communication with residents, ensuring concerns and complaints are addressed promptly.

The Ideal Candidate

The successful candidate will be an approachable and collaborative leader with strong financial acumen, planning and zoning knowledge, and proven experience in organizational management. They will bring demonstrated expertise in municipal finance, including budget development, capital improvement planning, and long-term fiscal management, along with a solid background in human resources, organizational development, and community planning. The ideal Administrator will be a strategic thinker and effective project manager, skilled at balancing priorities, analyzing options, and guiding complex initiatives. Equally important, this individual will possess exceptional communication and relationship-building skills to engage productively with the Board, staff, residents, and community partners. While capable of making decisive choices when necessary, the next Administrator will lead with integrity, inclusivity, and a commitment to teamwork—ensuring that Sister Bay continues to thrive as a safe, welcoming, and well-managed community.

Excellent benefits package includes:

- Comprehensive insurance, benefits, and paid time-off program.
- Enrollment in Wisconsin Retirement System (WRS) Pension.

Qualifications

- Master's degree in public administration, business administration, or public policy preferred; Bachelor's degree is required.
- Minimum of three years of experience in public sector management.
- ICMA Credentialed Manager certification (or ability to obtain) is preferred.

Supervisory Responsibilities

- Coordinate timely publication of public hearing notices, press releases, and communications.
- Provide administrative direction to all department supervisors, managers, and office staff.
- Recommend appointment, promotion, suspension, or termination of department supervisors to the Personnel Committee.
- Respond to employee and resident concerns in a professional and timely manner.
- Serve as Personnel Officer: maintain current personnel records and job descriptions, evaluate staff performance, recommend salary and wage scales, ensure safe working conditions, and resolve personnel issues.
- Support professional development by ensuring staff have adequate opportunities for training and advancement.

Requirements: Valid Wisconsin Driver's license; ability to pass a criminal and financial background check.

The Village of Sister Bay is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.



Innovative Public Advisors

How to Apply

Innovative Public Advisors (IPA) is conducting the executive recruitment process for this position. Applications are now being accepted until the position is filled, with **first review no later than October 24, 2025**.

Send a **cover letter, resume, salary history, and professional references** to Jay Shambeau at jay@public-advisors.com. Please direct questions to 262-355-6102.

Learn more at public-advisors.com/sister-bay.