



PERSONNEL COMMITTEE MEETING AGENDA

Tuesday, December 2, 2025, at 11:00 AM

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: August 21, October 14, 28 & 31, 2025
5. Comments, Correspondence and Concerns from the Public
6. Discussion/Action Items
 - a) Employee Contracts
 - b) Personnel Handbook Revisions
 - c) Parks Crew Staffing and Interim Wages
 - d) New Administrator Onboarding Process
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
8. Next Meeting Date: TBD
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

Thursday, August 21, 2025

(Approval Pending)

1. Call to Order

Chair Louise Howson called to order the Personnel Committee meeting on Thursday, August 21, 2025 at 2:01 PM.

2. Roll Call

Present: Chair Howson and member Kurt Harff

Staff: Village Administrator Julie Schmelzer and Administrative Assistant Sarah Bertges

3. Approve Agenda

Howson noted that the agenda had been amended to reflect the correct meeting time of 2:00 PM rather than the originally posted incorrect time.

Motion by Harff, seconded by Howson, to approve the amended agenda. Motion carried – all ayes.

4. Approve Minutes: June 4, 2025

Harff commented that while he noticed some minor clerical errors in the minutes, he did not find them significant enough to address. Howson agreed that she looks for substantive errors rather than minor issues.

Motion by Harff, seconded by Howson, to approve the minutes from the June 4, 2025, meeting.

Motion carried – all ayes.

5. Comments, Correspondence and Concerns from the Public

Howson stated she was not aware of any public comments or correspondence.

6. Discussion/Action Items

a. Supervisor Contracts

Schmelzer presented the revised draft supervisor contract template that had been reviewed at the previous meeting. She explained that she had cleaned up the document so it could be easily tailored for each position by entering the appropriate person and position details. The draft contract had been shared with department heads for review. Schmelzer raised the question of whether to offer contracts to key employees beyond department heads, specifically mentioning Gannik, who no longer wants to be a department head, and the Village Clerk position. She noted these positions would leave the village "in a pickle" if they departed suddenly. The committee discussed the key provisions of the contract: 30-day notice requirement from employees, six-month protection period during board transitions, \$25 monthly phone stipend, and 12 months of continuation of benefits if terminated by the village. Howson observed, "there's no downside" to the contracts and agreed that both the clerk and Gannik should be eligible. The committee discussed changing the title from "Supervisor Contracts" to be more specific about including the Financial Specialist and Village Clerk positions.

Motion by Howson, seconded by Harff, to approve the supervisor contracts with modifications to specifically include Financial Specialist and Village Clerk positions, and forward to the Village Board.

Motion carried – all ayes.

b. Job Descriptions

Schmelzer presented three job description revisions:

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- i. **Administrative Assistant/Deputy Treasurer:** Schmelzer explained the background - Sarah has bookkeeping skills and the village needs proper segregation of duties. The plan is to appoint Sarah as Deputy Treasurer once she's comfortable in her current role, hopefully by fall, to help Gannik with year-end processes. The job description showed the position split as 40% Administrative, 30% Deputy Treasurer, and 30% Parks. Howson asked about the flexibility of these percentages for budgeting purposes, and Schmelzer confirmed they could be adjusted annually based on actual workload, similar to how wastewater positions are allocated.

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Motion by Howson, seconded by Harff, to accept the changes to the job description for Administrative Assistant/Deputy Treasurer. Motion carried – all ayes.

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- ii. **Financial Specialist/Village Treasurer:** Schmelzer presented Gannik's request to move from a salaried department head position to an hourly non-exempt position. She explained Gannik is concerned about being blamed for others' financial decisions, and the impact it can have on his career, citing last year's budget process, and, having to meet with trustees for situations he feels are not related to finance. The work would remain largely the same, but without supervisory responsibilities or accountability for final work products. Some duties would transfer to the new Deputy Treasurer. Harff questioned whether hourly status might lead to less productivity; Schmelzer explained that Vlad would be eligible for overtime if needed, but tries to maintain a work-life balance due to having a young daughter. She paraphrased Vlad's position: "I want to go to work. I want to do my job...I want to be left alone and go home at the end of the day." The committee agreed to make the change effective the next pay period, as Vlad was concerned about being blamed for budget issues. Schmelzer added she would revise the title to follow the same format as the previous job description approved, putting the "Treasurer" title second.

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Motion by Howson, seconded by Harff, to approve the revised job description for Village Financial Specialist/Village Treasurer. Motion carried – all ayes.

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- iii. **Village Administrator:** Schmelzer initiated a lengthy discussion about the future administrator position, noting her planned retirement in early 2026, and the need to start thinking about the next administrator. She emphasized the need for decisions to be made about the roles they would fulfill. She stressed the village needs to make decisions about whether to maintain the current structure combining administrator/zoning administrator/community development/HR roles or to separate some functions.

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The discussion covered several key points:

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- Since she is retiring in early 2026
 - The complexity of Sister Bay's zoning code and the overwhelming nature of the combined role
 - The challenge of being both administrator and zoning enforcer, with Schmelzer noting "you have people in the community that hate Julie Schmelzer because I have to say no"
 - The need for budgeting knowledge in the next administrator, though not necessarily at Gannik's expert level

- The difficulty of switching from the Caselle financial software system
- The ongoing HR responsibilities that likely need to stay with the administrator albeit more benefit work should be sent to the HR Consultant

Howson suggested the job description go to the Board as members would want to weigh in on the structure. The committee agreed to forward it for Board consideration.

c. Compensation Schedule Revision: Administrative Assistant/Deputy Treasurer

Schmelzer presented the compensation schedule showing the Administrative Assistant/Deputy Treasurer position would be compensated at the same level as a Deputy Clerk. The Financial Specialist position would remain at \$78,000 annually but converted to an hourly rate.

Motion by Howson, seconded by Harff, to accept the compensation schedule revision for Administrative Assistant/Deputy Treasurer and Financial Specialist/Village Treasurer. Motion carried – all ayes.

d. Village Clerk Update, Potential for Outsourcing, & Employee Compensation

Schmelzer reported on the Village Clerk recruitment, noting they had advertised locally on Destination Door County's job site, and the League of Wisconsin Municipalities job board for three weeks so far. One promising candidate worked in the university system, which Schmelzer noted could be "your second-best option" after an experienced clerk due to familiarity with government processes, statutes, and boards. A new application had arrived from someone with public administration education, but Schmelzer expressed concern they might be seeking an administrator position and leave quickly and may be better suited for her position. Howson brought up the Board's discussion about outsourcing the clerk's duties and asked Schmelzer to consider speaking with a firm that specializes in municipal work. Schmelzer expressed concerns about outsourcing and if staff still has to do work for the outsourced clerk, why not just hire someone to do all the work. The committee discussed the training required for the clerk's position, with Schmelzer explaining that if staff trains an interim clerk, why not just hire a long-term clerk right away, and provided examples of the specific processes that must be learned on the job. She emphasized these processes vary by municipality and someone would need to learn Sister Bay's specific systems. Howson said she had found a company that could help with Schmelzer's transition, and they can help find an interim clerk too, explaining an interim clerk could help with Schmelzer's workload, and asked Schmelzer if she'd be willing to speak with the firm about helping with clerk duties. Schmelzer explained 'its worth a conversation to find out what they can help with'. Howson agreed to connect Schmelzer with the outsourcing firm representative she had spoken with to explore options while continuing with interviews of promising candidates.

The committee then discussed compensating employees covering the clerk duties. When duties were previously divided amongst three employees, each received \$500 monthly for four months. With only two employees now covering, the recommendation was \$750 per month per employee.

Motion by Howson, seconded by Harff, to approve interim compensation of \$750 per month for employees covering clerk duties, retroactive to August 5, 2025, until 30 days after the hire of a new clerk. Motion carried – all ayes.

e. Personnel Handbook Revisions: Harassment Reporting & Payment in Lieu of Benefits

Schmelzer explained that the handbook had always provided 50% payment in lieu of benefits for employees who don't take village insurance, but the handbook never specified whether it was 50% of

a single or family plan. The village has always paid 50% of single plan cost. The revision would clarify this in writing.

Schmelzer also presented revisions prompted by recent incidents where a member of the public harassed an employee. While the handbook states the public cannot harass employees, it lacked procedures for addressing violations. The proposed revisions would:

- Add timely reporting requirements
- Give supervisors authority to take action against harassers
- Create Type 1 (documentation only) and Type 2 (seeking disciplinary action) complaint categories
- Clarify investigation procedures and remedial actions

The committee discussed department head Dave Lienau's feedback, including concerns about timely reporting requirements and whether employees could work out complaints with supervisors. Howson strongly opposed allowing employees to work out harassment complaints with their supervisor if the supervisor was the accused party, stating it would lead to intimidation and job security concerns. Schmelzer explained that it wouldn't be allowed, and Lienau was referring to outside harassment. The committee agreed that all incidents should be documented, with the complaining employee determining whether it's Type 1 or Type 2, and supervisors deciding when Type 1 complaints warrant investigation. They noted special considerations would be needed for minor employees, with Schmelzer agreeing to consult legal counsel on requirements.

Schmelzer will revise the policy based on feedback and bring it back to the committee after department head review.

f. CPI Update

Schmelzer provided an informational update on the CPI (Consumer Price Index) adjustment that had been shared with the Finance Committee. No changes were made from the Personnel Committee's previous recommendation.

No action was required as this was for information only.

7. Executive Session

a. Adjourn

Adjourn into closed session pursuant to Wis. Stats. §19.85(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Village Administrator Annual Performance Review due Sept. 1st.

At 3:23 PM, the committee entered closed session to conduct the Village Administrator's annual performance review due September 1, 2025.

b. Reconvene into Open Session

*Motion by Harff to reconvene into open session at 4:47 pm seconded by Howson. Roll call vote:
Motion carried – all ayes*

c. Motion or Action, as Appropriate

Motion by Howson to refer the Administrator 2025 evaluation summary to the Village Board, second by Harff: Motion carried – all ayes

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

- **Personnel Handbook**

- The harassment reporting section of the personnel handbook will be revisited for final input before adoption.

- Committee confirmed that all employees had signed the most recent handbook earlier in the year; however, amendments will require re-acknowledgment.

- **Administrator Search & Succession Planning**

- Committee engaged in extended discussion regarding long-term succession planning for the Village Administrator position, anticipating potential retirement in early 2026.

- Members agreed it is important to begin developing a clear process now.

Key Discussion Points:

- Search Firms: IPA (Independent Public Advisors) discussed as strong option; additional firms such as Kevin Brunner & Associates or Carlson Dettmann also noted. At least two firms should be interviewed. Firms with poor reputations will not be considered.

- Process & Timeline: Village Board to review updated job description Sept. 16. Once approved, Personnel Committee should recommend recruitment process, including advertising and candidate outreach. A contingency plan should be in place for immediate action.

- Budget Considerations: Estimated cost approx. \$50,000. Funds likely in general fund, but exact allocation must be verified. Members discussed flat fees vs. percentage contracts and provisions if a candidate is not hired before Administrator departure.

- Examples & References: Sturgeon Bay's use of IPA noted. Committee will reach out to other municipalities for feedback.

Action Steps:

- Schmelzer to send Howson the names and contact information for two reputable firms.

- Howson will contact IPA and at least one additional firm to gather information and schedule interviews.

- Committee expressed interest in interviewing firms directly via Zoom.

- Personnel Committee will present a written recommendation to the Village Board outlining administrator recruitment firms considered, process, and costs.

9. Next Meeting Date:

The next meeting was scheduled for September 10, 2025, at 2:00 PM. Zoom option only.

10. Adjourn

At 5:02 pm a motion was made by Harff, seconded by Howson to adjourn. Motion carried – all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant

PERSONNEL COMMITTEE MEETING MINUTES
Thursday, October 14, 2025
(Approval Pending)

1. Call to Order

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

2. Roll Call

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

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

3. Approve Agenda

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

4. Approve Minutes: September 10 & 24, 2025

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

5. Comments, Correspondence and Concerns from the Public

No public comments, correspondence, or concerns were presented.

6. Discussion/Action Items

a. Personnel Handbook Revisions: Harassment Reporting

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

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

Motion to accept the amendments to the employee handbook as written by White, second by Harff. Motion carried – all ayes

b. Employee Contracts

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

White inquired about section 7c regarding termination for cause, confirming that this provision would 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

PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, October 28, 2025

(Approval Pending)

1. Call to Order

Chair Louise Howson called to order the Personnel Committee meeting on Tuesday, October 28, 2025 at 1:01 PM.

2. Roll Call

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

Staff: Administrative Assistant Sarah Bertges

Others: Nate Bell, Jay Shambeau, Jess Wildes

3. Approve Agenda

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

4. Comments, Correspondence and Concerns from the Public

No public comments were received.

5. Discussion/Action Items

a. Innovative Public Advisors, RE: Village Administrator Search

Jay Shambeau and Jess Wildes from Innovative Public Advisors presented an update on the Village Administrator search process. The position was posted at the end of September and received 8 applicants, which was in line with their expectations given the location of Sister Bay and the salary offered. Of the 8 applicants, 6 had master's degrees.

Wildes reviewed the results of the assessment completed by elected officials and staff members regarding desired qualities in a new administrator. The top professional competencies identified were:

- Community development and planning experience
- Management and leadership experience
- Comprehensive planning
- Budget development
- Grant writing

The top personal leadership qualities identified were:

- Accountability and trustworthiness
- Positive, open communication skills
- Collaborative leadership style
- Strong work ethic

White noted that "works well with residents" was ranked at the bottom of the leadership qualities list, but she felt this should be a higher priority given the frequent calls she receives from residents who feel they are not being heard. Shambeau acknowledged this point and suggested that this quality might be encompassed within the "collaborative style" category as well.

The presentation was interrupted before the review of individual candidates could be completed.

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

This item was not addressed due to the early adjournment of the meeting.

7. Next Meeting Date

This item was not addressed due to the early adjournment of the meeting.

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8. Adjourn

Due to extenuating circumstances, the meeting was adjourned before the complete review of candidates.

At 1:24 PM a motion was made by White, second by Harff to adjourn. Motion carried – all ayes.

Respectfully submitted by Sarah Bertges, Administrative Assistant

PERSONNEL COMMITTEE MEETING MINUTES
Friday, October 31, 2025
(Approval Pending)

1. Call to Order

Chair Louise Howson called to order the Personnel Committee meeting on Friday, October 31, 2025 at 12:08 P.M.

2. Roll Call

Present: Chair Louise Howson, Kurt Harff, Brigid White

Staff Present: Julie Thyssen, Clerk

Others: Denise Bhirdo, Ellen Robertson, Jess Wildes via zoom. Audience: Nate Bell

3. Approve Agenda

Motion by Harff, second by White, to approve the agenda for the October 31, 2025, meeting. Motion carried – All ayes.

4. Comments, Correspondence and Concerns from the Public

No public comments, correspondence, or concerns were received.

5. Discussion with Innovative Public Advisors; Administrator Hiring Process

Jess Wildes (IPA) reviewed recruitment and candidates for consideration process.

6. Executive Session

a) Convene into Closed Session

Motion by White, second by Harff to convene into Executive Session pursuant to: Wis. Stats. 19.85(1)© 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

Roll call: Howson - aye, Harff – aye, White - aye. Motion carried – all ayes.

b) Reconvene into Open Session

Motion by Howson, second by Harff to reconvene into open session at 2:00 P.M. Roll call: Howson - aye, Harff – aye, White - aye. Motion carried – all ayes.

c) Motion for Action, if Appropriate

No action taken

7. Adjourn

At 2:01 P.M. a motion was made by Harff, second by White to adjourn. Motion carried – all ayes.

Respectfully submitted by Julie Thyssen, Clerk

STAFF REPORT**Employee Contracts**

Attached is our revised draft employee contract template, as well as some thoughts from our consultant. Please see the edits in red.

**EMPLOYMENT AGREEMENT
SUPERVISORS/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 them in the course and scope of their duties as _____, **provided such other direction is agreed upon in writing beforehand by both employee and Board.**
- 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~~ **[what would you like to add here?]**. 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. **[Our consultant cautions us about providing a 30 day period – a disgruntled employee could do damage during that period.]**

- 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, **with the village continuing to provide Health, Dental and Vision insurance up to 12 months through COBRA, continue HSA contributions for up to 12 months**, and provide WRS benefits including 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

(If the Clerk is the Employee, above, the attestation shall be fulfilled by the Treasurer)

STAFF REPORT

Employee Handbook Revisions

We previously agreed to the below amendment (in red):

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 agreed to revise our grievance section, per the below. At the last meeting though, other edits were suggested, as shown in red.

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 to their immediate supervisor or the Village Administrator **so the incident can be investigated**. Timely reporting allows 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. 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. Disclosure will occur only when necessary to investigate and resolve the matter and when required by law.

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 make a record of it, but does not seek disciplinary action be taken against the harasser. **The supervisor shall determine if a Type 1 Incident warrants 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.

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:

Third, it is common that in order for an employee to be paid mileage expenses, they must prove they have a valid drivers license, and, proof of insurance. The following amendment, in red, is proposed:

Amend EMPLOYEE EXPENSES, Mileage

When an employee must use their personal vehicle to travel as part of their duties from the workplace to a destination other than home or place of employment, they will be reimbursed for authorized travel at the current rate established by the Internal Revenue Service (IRS). Reimbursement requests must be submitted to the supervisor along with the record of time worked. Reimbursement requests made outside the pay period in which they were made shall not be reimbursed prior to approval of the supervisor. **All employees are to provide a copy of a valid Wisconsin's Driver License and proof of insurance to be eligible to be reimbursed for their mileage expenses.**

Fourth, we discussed adding language about employment contracts, but the Handbook already has such language:

Under EMPLOMENT STATUS, Nature of Employment

Except as specified in a valid collective bargaining agreement or an individual employment contract, or as otherwise provided by law, employment with the Village of Sister Bay is not governed by any written or oral contract and is considered an "at will" arrangement. This means that the employee or the Village of Sister Bay can end the employment relationship at any time for any reason.

STAFF REPORT

Parks Department Staffing and Wages

Last year we approved not hiring a full time employee to fill a vacancy, and instead agreed to try working with just three field crew members. We agreed to review the matter in November 2025. The Parks Committee reviewed the matter, and it was referred to the Personnel Committee.

Erik and I met with the staff. Below is the feedback:

- All agreed the extra money was worth the extra work and added weekend rotation. Employees were able to purchase items they previously could not afford but did acknowledge it was hard not being with their families as much as they would have liked to.
- All agreed in winter they would be willing to continue with three field crew (its not as busy as summer), but did feel there should be some compensation for the winter months if they don't have the fourth crew member.
- All agreed we should pursue a seasonal full-time position from June through November. This would alleviate rotating three weeks instead of four, and, give them time with their family. June is when 'beach season' adds a lot more work, and, the person should stay through Fall Fest and hanging holiday decorations.
- They felt the festivals were 'killing' them (they are beat, and it affects productivity and moral).

As a solution, the following is proposed:

- Hire a full-time person for six months. (We don't want to exceed 1040 hours or we have to pay WRS and benefits). To have a safety net, it should be capped at 100 hours. This person would also be in the rotation.
- The person who did the mowing will not be with us next summer, so that person should be replaced, and, another mower (person) should be hired. These two seasonal part-time people would work: Employee 1 would work Monday - Wed; Employee 2 would work Wed – Friday. Having two mowers will allow the crew to work on projects (we assign two people to projects). We will target students.
- From Nov. 1 – May 31 the three crew be compensated at the next 'step' in the wage scale.
- Parks Crew receive the day after Fall Fest as a paid day off.
- Parks Crew be paid triple time during festivals. [This was not supported by the Parks Committee, and instead they suggested a per day bonus vs. an hourly bonus.]