

1 **PERSONNEL COMMITTEE MEETING MINUTES**

2 **Tuesday, December 2, 2025**

3 **11:00 AM**

4 **Approved**

5
6
7 **1. Call to Order**

8 Chair Howson called the Personnel Committee meeting to order at 11:00 AM.

9
10 **2. Roll Call**

11 Present: Chair Louise Howson, Kurt Harff, Brigid White

12 Staff Present: Administrator Julie Schmelzer, Village Clerk Julie Thyssen

13 Other: Benjamin Andrews

14
15 **3. Approve Agenda**

16 Chair Howson proposed an amendment to the agenda to table Item 6a, Employee Contracts, for a
17 future meeting.

18 *Motion to approve the agenda as amended was made by Harff and seconded by White. Motion*
19 *carried — all ayes.*

20
21 **4. Approve Minutes: August 21, October 14, 28 & 31, 2025**

22 White noted a clarification regarding comments she made in the October 28 minutes related to
23 employee surveys, stating no negative intent was directed at the Administrator. No formal
24 corrections were submitted. All minutes were approved as presented.

25 *Motion to approve the minutes for August 21, October 14, October 28, and October 31, 2025 was*
26 *made by Harff and seconded by White. Motion carried — all ayes.*

27
28 **5. Comments, Correspondence and Concerns from the Public**

29 No public comments, correspondence, or concerns were received.

30
31 **6. Discussion/Action Items**

32 **a. Employee Contracts**

33 This item was tabled to a future meeting per the agenda amendment approved under Item 3.

34
35 **b. Personnel Handbook Revisions**

36 Administrator Schmelzer summarized the handbook revisions previously discussed, which included
37 updates to payment in lieu of benefits, harassment policy (with Type 1 and Type 2 classifications
38 added), and a mileage reimbursement provision requiring employees to provide a valid driver's
39 license and proof of insurance.

40
41 White inquired whether provisions addressing employee benefits upon separation or termination
42 were included in the current section. Schmelzer clarified that this topic had been discussed at the
43 board level in executive session and pertains to the tabled employee contracts. She noted that while
44 the village had previously been advised such extensions were not permissible without policy, the
45 board had since agreed to extend health benefits for a departing employee on an informal basis.
46 Schmelzer recommended the committee consider formalizing this provision in policy, noting that
47 continuation of coverage through the village's group plan would be more cost-effective than COBRA.
48 Schmelzer recommended the revised handbook be forwarded to the full board for approval, with an
49 effective date of January 1, 2026, and that all employees sign acknowledgment of the updated
50 document.

Schmelzer also noted the existence of an employee benefit guide — previously compiled by MSA — that had never been formally adopted. She recommended that formalizing and adopting a comprehensive employee benefit guide be placed on a future agenda for 2026. Additionally, Schmelzer raised the concept of a separate supervisor handbook covering purchasing policy, invoice procedures, and grievance navigation, recommending the committee consider this for future discussion as well.

Motion to recommend the Personnel Handbook revisions to the full Village Board was made by Harff and seconded by White. Motion carried — all ayes.

Future Action Items:

- Staff to prepare final revised handbook with an effective date of January 1, 2026, for board approval; all employees to sign acknowledgment upon adoption.
- Formalization and adoption of an employee benefit guide to be placed on a future 2026 agenda.
- Development of a supervisor-specific handbook to be placed on a future agenda.

c. Parks Crew Staffing and Interim Wages

Schmelzer provided background on the parks department staffing situation, noting that the crew had operated throughout the past year at three full-time members following a departure. After reviewing the impact on staff — including increased weekend rotations and significant fatigue during Fall Fest — Schmelzer presented a staffing model developed in consultation with the park's supervisor and parks committee.

Seasonal Full-Time Employee (Summer): The committee discussed hiring one seasonal full-time employee for the summer months to restore a four-person crew rotation and improve project efficiency. The committee expressed support for this approach.

Seasonal Part-Time Mowers: The committee discussed hiring two seasonal part-time employees focused on lawn mowing, structured as split-week schedules (Monday–Wednesday and Wednesday–Friday), targeting high school students from the Gibraltar School District. Schmelzer confirmed the village's insurance carrier would cover minor employees with valid driver's licenses for mowing operations, though chainsaw use would not be permitted. Wages were discussed with a tentative range of \$16–\$18 per hour, to be confirmed following a wage analysis of comparable municipal positions. White suggested recruitment begin no later than early April, including participation in Gibraltar's annual spring job fair.

Winter Interim Compensation: For the period of November 1 through May 31, while the crew operates without a fourth full-time member, the committee agreed the three crew members should be compensated at the next step in the wage scale (approximately \$0.70–\$0.80 per hour increase). Schmelzer recommended this provision be formalized in policy and clearly state that additional compensation is contingent upon the department remaining at three full-time members, and will cease if a fourth full-time employee is hired.

Post-Fall Fest Day Off: The committee agreed parks crew members should receive one paid day off in the week following Fall Fest, with scheduling to be coordinated by the parks supervisor to account for post-event cleanup responsibilities.

Fall Fest Compensation: The committee declined to support triple-time pay during Fall Fest, noting it was cost-prohibitive (estimated at approximately \$19,000 for the weekend) and without precedent. Instead, the committee agreed that parks crew members working Saturday and Sunday of Fall Fest weekend would receive double-time pay regardless of hours worked earlier in the week.

1 *Motion to approve the proposed parks department staffing plan and compensation adjustments —*
2 *including the seasonal full-time summer hire, two seasonal part-time mowers, the November 1–May*
3 *31 interim wage step increase, one paid day off in the week following Fall Fest, and double-time pay*
4 *for hours worked on Saturday and Sunday of Fall Fest weekend — was made by Howson and*
5 *seconded by White. Motion carried — all ayes*
6

7 **Future Action Items:**

- 8 • Staff to formalize the winter interim wage step and Fall Fest double-time provisions in the
9 Personnel Handbook for board approval.
 - 10 • Staff to conduct a wage analysis for seasonal part-time mowing positions and bring a a
11 recommended rate forward.
 - 12 • Parks supervisor and Administrator to initiate recruitment for seasonal positions beginning
13 no later than the first week of April, with outreach to Gibraltar School District including the
14 spring job fair.
 - 15 • A future agenda item to be scheduled regarding the on-call policy for employees who are on
16 approved vacation.
- 17

18 **d. New Administrator Onboarding Process**

19 Howson presented a draft onboarding framework developed through research into municipal
20 administrator onboarding practices. The document was organized into preparation steps, first-
21 day logistics, and ongoing milestones.
22

23 Schmelzer confirmed that staff maintains an internal onboarding checklist and would cross-
24 reference it with Howson's draft to ensure no items are missed. Key priorities identified
25 included: completing the incoming administrator's personnel file (application, resume, and
26 executed contract); establishing email and cell phone accounts; coordinating benefits
27 enrollment through the HR consultant; and preparing office access and equipment.
28

29 The committee confirmed a village-issued cell phone would be procured through Cellcom prior
30 to Andrews's start date. Regarding computing equipment, it was agreed no new hardware would
31 be ordered at this time, as existing office equipment (desktop and laptop) would be available for
32 use.
33

34 Schmelzer emphasized that navigating the village's file systems — including planning and zoning
35 files, contract files, and grant files — represents the most critical onboarding priority given her
36 departure on January 2. She committed to scheduling a screen-sharing session with Andrews
37 during the week of December 15 to walk through file organization and day-to-day system
38 navigation, subject to schedule constraints around the board meeting (December 16) and plan
39 commission meeting (December 18).
40

41 Regarding public announcements, Howson confirmed that Schmelzer's retirement press release
42 would be published in the Pulse the week of December 5, with Andrews's introduction press
43 release to follow approximately ten days later. Press releases for website posting and email blast
44 are to be sent to either the clerk or administrative assistant for distribution.
45

46 Schmelzer noted the importance of scheduling Andrews's performance evaluation and
47 recommended the committee chair place it on the radar well in advance. She also recommended
48 the committee consider increasing the professional development and training budget in future
49 budget cycles.
50

51 **Future Action Items:**

- Howson to immediately forward Andrews's resume and contract to Schmelzer for personnel file assembly.
- Staff to send Andrews an employment application (fillable PDF) for completion prior to start date.
- Staff to configure village email account and cell phone (via Cellcom) prior to Andrews's start date.
- Schmelzer to schedule a screen-sharing/file orientation session with Andrews during the week of December 15.
- Howson to arrange a staff welcome and orientation on Andrews's first day.
- Howson to submit Andrews's introduction press release to village staff for distribution approximately ten days after Schmelzer's retirement announcement.
- Personnel Committee to schedule Andrews's formal performance evaluation in accordance with the employment contract.
- Professional development and training budget to be reviewed and considered for increase in the 2026 budget process.

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

The following items were identified for placement on future agendas:

- Employee Contracts (tabled from this meeting)
- On-call policy for employees on approved vacation
- Employee Benefit Guide — formal adoption
- Supervisor Handbook — development and adoption
- Professional development and training budget

8. Next Meeting Date

The next meeting date was not established. To be determined.

9. Adjourn

Motion to adjourn at 12:31 p.m. was made by Howson and seconded by Harff. Motion carried — all ayes.

Respectfully submitted by Julie Thyssen, Clerk