

1 **PERSONNEL COMMITTEE MEETING MINUTES**

2 **Wednesday, April 29, 2026, 1:00 PM**

3 **(Approved)**

4 **1. Call to Order**

5 Chair Howson called the Personnel Committee meeting to order at 1:00 PM.

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7 Present: Chair Louise Howson, Committee members Brigid White, Patrice Champeau

8 Others: Administrator Benjamin Andrews, Treasurer Vlad Gannik, Village Clerk Julie Thyssen,

9 Corey Ramsey

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11 **2. Roll Call**

12 **Present:** Howson, White, Champeau

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14 **3. Approve Agenda**

15 *Motion to approve the agenda was made by White and seconded by Champeau. Motion carried — all*
16 *ayes.*

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18 **4. Approve Meeting Minutes**

19 **a. December 2nd, 2026**

20 White confirmed no substantive changes were needed to the December 2, 2025, Personnel Committee
21 meeting minutes.

22 *Motion to approve December 2, 2025 Personnel Committee meeting minutes were made by Houst and*
23 *seconded by White. Motion carried — all ayes.*

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25 **5. Comments, Correspondence, and Concerns from the Public**

26 No members of the public were present. No correspondence was received.

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28 **6. Discussion/Action Items**

29 **a. Parks Staff Temporary Wage Increases**

30 Andrews reported that the Parks Department has historically operated with a four-person crew. During
31 the off-season, staff were compensated with an additional \$448 per pay period in lieu of a 3% step
32 increase, to offset duties performed while short-handed. As the summer season approaches, no seasonal
33 employee has yet been hired for the fourth position. One applicant withdrew after accepting another
34 offer, and no J-1 visa workers have applied to date.

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36 The Committee discussed the difficulty in recruiting for the seasonal positions, noting that the advertised
37 wage range of \$16–\$18 per hour for the mowing position was likely insufficient relative to area wages.
38 Outreach strategies discussed included posting physical flyers at local businesses (the grocery store and
39 other high-traffic locations), increasing the frequency of job postings in the local newspaper to weekly,
40 reaching out to J-1 visa program contacts through local businesses, and soliciting referrals through area
41 churches and high school senior announcements.

42
43 The Committee agreed that, in the event a seasonal fourth employee cannot be hired, it was appropriate
44 to continue the same additional compensation structure used last year — \$448 per pay period per full-
45 time non-exempt Parks employee — for the period of May 1 through November 1, contingent upon no
46 seasonal employee being employed, and ceasing upon the hiring of a fourth person.

Motion by White to approve a temporary wage supplement of \$448 per pay period for full-time non-exempt Parks employees from May 1 through November 1, 2026, contingent upon no seasonal employee being employed during that period, was made by White and seconded by Champeau. Motion carried — all ayes.

Action Items:

- Staff to create an 8.5" x 11" recruitment poster and distribute it digitally and to local high-traffic locations.
- Increase job posting frequency in the local newspaper to weekly.
- Houst to contact the local newspaper and area businesses regarding J-1 visa worker referrals.
- White is to contact the local high school to include the posting in the weekly senior announcements.

b. Employee Handbook; Employee Inquiry

Andrews presented a concern from a Public Works employee regarding unclear on-call policy language after receiving a reprimand for not responding during approved PTO. The employee requested clarification of “on-call” and “emergency” definitions and asked that the reprimand be removed.

The Committee agreed the handbook language needs clarification and directed staff to draft updates addressing on-call expectations during PTO and defining emergencies. They also recommended creating a standardized disciplinary form. The employee was directed to submit a written account for review at a future Personnel Committee meeting.

Action Items:

- Employee to submit a written account of the incident to Andrews.
- Andrews to attach employee’s written account to the existing reprimand and report back at the next Personnel Committee meeting.
- Staff to draft updated Employee Handbook language clarifying on-call obligations during PTO and the definition of an emergency, for review at the next Personnel Committee meeting.
- Staff to develop a standardized disciplinary documentation form with an employee response section for use across all departments.

7. Executive Session

a. Wisc. Stats. 19.85(1)(c)

b. Preliminary Consideration of Personnel Matters

The Committee voted by roll call to convene in closed session pursuant to Wis. Stats. §19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of a public employee.

Motion to convene in executive session carried — all ayes (Howson — aye, White — aye, Champeau — aye).

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

- Updated the Employee Handbook on-call language and emergency definition
- Disciplinary documentation form development
- Marina Training Certification pay bump
- Fire Department Support

9. Next Meeting Date/Time

May 26, 2026, at 10 a.m.

10. Adjourn

1 *Motion to adjourn at 3:18 by Howson, seconded by Champeau. Motion carried — all ayes.*

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4 *Minutes submitted by Julie Thyssen, Village Clerk*