

1 **PERSONNEL COMMITTEE MEETING MINUTES**

2 **Tuesday, May 26, 2026**

3 **10:00 AM**

4 **Approved**

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6  
7 **1. Call to Order**

8 Chair Howson called the Personnel Committee meeting to order at 10:01 AM on Tuesday, May 26,  
9 2026.

10  
11 **2. Roll Call**

12 Present: Chair Louise Howson, Brigid White, Patrice Champeau

13 Staff Present: Administrator Benjamin Andrews, Village Clerk Julie Thyssen

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15 **3. Approve Agenda**

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

18  
19 **4. Approve Minutes: April 29, 2026**

20 *Motion to approve the minutes of the April 29, 2026 Personnel Committee meeting was made by*  
21 *Champeau and seconded by White. Motion carried — all ayes.*

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

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

25  
26 **6. Discussion/Action Items**

27 **a. Marina Training Certification; Pay Bump**

28 Administrator Andrews presented a proposal to provide Marina employees with pay incentives  
29 for obtaining Marina Operator and Marina Manager certifications. The Committee supported a  
30 6% wage increase upon completion of the Operator certification and an additional 6% upon  
31 completion of the Manager certification, for a total potential increase of 12%. The Operator  
32 certification increase for current employee Sam will be applied retroactively. Concerns were  
33 raised regarding Marina tip distribution practices, and Andrews agreed to investigate.

34  
35 **Action Items:**

- 36
- 37 • Investigate Marina tip pooling practices.
  - 38 • Prepare an amended wage schedule reflecting the certification increases.
  - 39 • Update Marina job descriptions to include certification pay language.

40 *Motion to refer the Marina Training Certification Pay Bump item to the Marina Committee, with*  
41 *a recommendation for a stepped 6 percent pay increase upon Operator certification (applied*  
42 *retroactively) and an additional 6 percent upon Manager certification, and to direct staff to*  
43 *prepare an amended wage schedule and update the relevant job descriptions, was made by*  
44 *White and seconded by Champeau. Motion carried — all ayes.*

45  
46 **b. Employee Handbook Review**

47 Andrews reported that additional documentation related to a prior employee matter had been  
48 added to the personnel file for context. The Committee reviewed proposed handbook revisions  
49 clarifying employee on-call obligations during PTO, defining emergencies, and adding a  
50 standardized disciplinary documentation form. The Committee agreed to forward the revisions

1 to the Village Board for adoption and schedule a comprehensive handbook review in August  
2 2026.

3  
4 **Action Items:**

- 5 • Place handbook revisions on the June Village Board agenda.
- 6 • Schedule a full handbook review for August 2026.
- 7 • Research HR resources to assist with the review.
- 8 • Distribute the updated PTO/on-call policy to managers and attach it to the relevant  
9 personnel file once adopted.

10  
11 *Motion to recommend the proposed Employee Handbook revisions — including updated on-*  
12 *call/PTO language and the standardized disciplinary documentation form — to the Village Board*  
13 *for adoption was made by Champeau and seconded by White. Motion carried — all ayes.*

14  
15 **7. Executive Session**

16 **a. Wisc. Stats. 19.85(1)(c) To Consider Employment, Promotion, Compensation Or**  
17 **Performance Evaluation Data Of Any Public Employee Over Which The Governmental Body**  
18 **Has Jurisdiction Or Exercises Responsibility.**

19 **b. Preliminary Consideration Of Personnel Matters**

20 Roll call was taken. All members confirmed present. The Committee moved into Executive  
21 Session pursuant to Wis. Stats. 19.85(1)(c) for the preliminary consideration of personnel  
22 matters.

23  
24 *Motion to convene in Executive Session was made by Champeau and seconded by White. Motion*  
25 *carried — all ayes.*

26  
27 *Motion to return to open session was made by White and seconded by Champeau. Motion*  
28 *carried — all ayes.*

29  
30 **8. Matters To Be Placed On A Future Agenda Or Referred To A Committee, Official, Or**  
31 **Employee**

32 The following items were identified for placement on future agendas:

33 **Job Descriptions** — To be scheduled for a future Personnel Committee meeting.

34 **Employee Handbook Update** — Referred to the August Personnel Committee meeting.

35 **Marina Referral** — Item referred to the Marina.

36 **Fire Department Support for Village Employees** — Andrews noted there was conflicting  
37 language requiring additional research before the item could be properly presented. This item  
38 remains pending and will be brought forward once research is complete.

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40 **9. Next Meeting Date**

41 The next Personnel Committee meeting was scheduled for Tuesday, June 23, 2026, at 9:00 AM.

42  
43 **10. Adjourn**

44 *Motion to adjourn at 12:34 was made White and seconded by Champeau. Motion carried — all*  
45 *ayes.*

46  
47  
48 *Respectfully submitted by Julie Thyssen, Village Clerk*