

1 **PERSONNEL COMMITTEE MEETING MINUTES**

2 **Monday, July 20, 2026, 9:00 AM**

3 **Approved**

4
5 **1. Call to Order**

6 Chair Howson called the Personnel Committee meeting to order on Monday, July 20, 2026, at 9:00 AM.

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8 **2. Roll Call**

9 Present: Lousie Howson, Brigid White, Patrice Champeau

10 Also Present: Administrator Benjamin Andrews, Village Clerk Julie Thyssen

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12 **3. Approve Agenda**

13 Motion to approve the agenda was made and seconded. Motion carried — all ayes.

14
15 **4. Approve Minutes**

16 a. June 23, 2026

17 As Champeau was not present at the June 23, 2026 meeting, she did not vote.

18 *Motion to approve the minutes of June 23, 2026 was made by White and seconded by Howson. Motion*
19 *carried — all ayes (Howson, White).*

20
21 **5. Comments, Correspondence, and Concerns from the Public**

22 There were no public comments, correspondence, or concerns.

23
24 **6. Discussion/Action Items**

25 **a. Employee Handbook Review; Fire Department Support**

26 Administrator Andrews presented a revised policy for village employees participating as volunteers with
27 the Sister Bay Liberty Road Fire Department, incorporating feedback from the prior meeting. The
28 committee reviewed the proposed changes and found them satisfactory.

29
30 *Motion to accept the updated policy language governing employee participation as a volunteer with the*
31 *Sister Bay Liberty Road Fire Department for inclusion in the Employee Handbook, and to forward the policy*
32 *to the Village Board for adoption, was made by Hause and seconded by White. Motion carried — all ayes.*

33
34 **b. Job Description Review**

35 Andrews presented a proposal to systematically review and standardize all village job descriptions, noting
36 that existing descriptions vary widely in format and content and have historically only been updated
37 reactively upon a vacancy. The committee agreed that a proactive, department-by-department approach
38 is appropriate.

39
40 Andrews agreed to develop a standard job description template for committee review. Discussion also
41 identified the need for a formal organizational chart.

42
43 After discussion regarding staff workload during the summer season, the committee agreed to begin the
44 review with the Utilities Department rather than Parks, as Parks staff are at peak seasonal demand. The
45 sequence would then proceed to Administration, followed by Parks and Marina.

46 Future Action Items:

- 47
 - Andrews to develop a standard job description template for committee review.

- Andrews to develop a draft organizational chart identifying all positions, reporting relationships, and FTE designations.
- Job description review to begin with Utilities Department at the next meeting.

c. Budget: Compensation Schedule & COLA

Andrews presented the current compensation schedule and Consumer Price Index data in advance of the 2027 budget process. He noted that the village's current working assumption, used by the Finance Director in preliminary budget documents, is a COLA of 2.75%, consistent with the prior year's approved rate. Current CPI data indicates inflation running at approximately 3.4–3.5%.

The committee noted that the combination of step increases and COLA is consistent with compensation practices in similarly sized Wisconsin municipalities and was originally implemented to address staff attrition.

After discussion, the committee agreed to recommend a COLA of 2.75% to the Finance Committee for the 2027 budget.

Motion to recommend a COLA of 2.75% to the Finance Committee for consideration and approval as part of the 2027 budget was made by White and seconded by Hause. Motion carried — all ayes.

Future Action Items:

- Andrews to prepare a summary explanation of the step/COLA structure for presentation to the Finance Committee.

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

a. Employee Handbook Review; Comprehensive Review

The committee agreed that a comprehensive review of the Employee Handbook should be deferred until the job description review process is substantially complete. It was anticipated that this would be taken up in the fall or winter. The committee also discussed the potential role of the village's HR consulting firm in supporting that review.

8. Executive Session

a. Wisc. 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.

b. Preliminary Consideration of Personnel Matters

A roll call vote was taken to convene in Executive Session at 9:57 pursuant to Wis. Stat. §19.85(1)(c).

Motion to convene in Executive Session at carried upon roll call vote — all ayes (Howson — yes; White — yes; Champeau — yes).

9. Next Meeting Date

Next meeting Tuesday, September 1, 2026.

10. Adjourn

The meeting was adjourned following the conclusion of Executive Session at 10:42.

Minutes submitted by Julie Thyssen, Village Clerk