



PERSONNEL COMMITTEE MEETING AGENDA

Wednesday, August 5, 2026, at 9:00 A.M..

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:
 - a) July 20, 2026
5. Comments, Correspondence, and Concerns from the Public
6. Discussion/Action Items
 - a) Job Description Review
 - b) Local Government Professional Recruitment
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
8. Next Meeting Date:
 - a) September 1, 2026 at 10:00 A.M.
9. Adjourn

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Benjamin Andrews, Village Administrator, at administrator@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 aids or accommodations 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 online.

The Village of Sister Bay is an Equal Opportunity Provider and Employer

1 **PERSONNEL COMMITTEE MEETING MINUTES**

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

3 **(Unapproved)**

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.

7
8 **2. Roll Call**

9 Present: Lousie Howson, Brigid White, Patrice Champeau

10
11 **3. Approve Agenda**

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

13
14 **4. Approve Minutes**

15 a. June 23, 2026

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

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

19
20 **5. Comments, Correspondence, and Concerns from the Public**

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

22
23 **6. Discussion/Action Items**

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

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

28
29 *Motion to accept the updated policy language governing employee participation as a volunteer with the*
30 *Sister Bay Liberty Road Fire Department for inclusion in the Employee Handbook, and to forward the policy*
31 *to the Village Board for adoption, was made by Hause and seconded by White. Motion carried — all ayes.*

32
33 **b. Job Description Review**

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

38
39 Andrews agreed to develop a standard job description template for committee review. Discussion also
40 identified the need for a formal organizational chart.

41
42 After discussion regarding staff workload during the summer season, the committee agreed to begin the
43 review with the Utilities Department rather than Parks, as Parks staff are at peak seasonal demand. The
44 sequence would then proceed to Administration, followed by Parks and Marina.

45 Future Action Items:

- 46
 - 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



STAFF REPORT

Date: July 21, 2026

To: Personnel Committee

Re: Job Description Review

Attached is the current Village Administrator/Zoning Administrator Job Description and a proposed Zoning Administrator Position. Hyperlinked are examples of other Zoning Administrator Job Descriptions: [Zoning Administrator Job Descriptions](#)



Village of Sister Bay

Job Title: Village Administrator/Zoning Administrator

Department: Administration

FLSA Classification: Exempt

JOB SUMMARY

The Administrator serves as the Chief Administrative Officer for the daily operation of the Village of Sister Bay, Door County, Wisconsin, and reports directly to the Village Board of Trustees and Village President. This is a full-time, salaried position appointed by the Village Board. The Administrator serves the Board in the development and implementation of its legislative policies. The Administrator manages department directors and provides leadership to all full-time and part-time employees. This person is responsible for the duties of the Village Administrator as outlined in the municipal code, statutes, and all other applicable laws of governance. The Administrator shall manage, analyze, direct, supervise, evaluate, and be responsible for and coordinate all departments, divisions, and services of village government and of all officers and employees thereof which are under the control and jurisdiction of the Village Board as provided by law, and to make recommendations respecting the same to the Board, and shall also serve as the Zoning Administrator and Human Resources Manager for the village.

Essential Duties and Responsibilities

The primary responsibilities of this position include but are not limited to the following:

- Carry out directives of the Village Board which require administrative implementation, reporting promptly to the Village President and Village Board any difficulties encountered therein;
- Work collaboratively with management staff, assisting them in their day-to-day needs and advice;
- Administer all day-to-day operations of village government, including the administration of all village ordinances, resolutions, policies, statutes and administrative codes, and decisions made at Village Board meetings;
- In cooperation with the Village Treasurer/Financial Specialist, serve as the primary staff contact responsible for the presentation and monitoring of the Capital Improvement Plan and annual operating budget in accordance with all statutory requirements;
- Work with the Village Treasurer/Financial Specialist regarding investments, policies, and other recommendations to make the village more financially stable;
- Serve as the Human Resources Manager by advertising available jobs, coordinating with department directors on the hiring processes, discipline, and termination; file personnel claims with the appropriate agencies. If the Administrator is unskilled in benefits administration, coordinate with the HR Consultant on employee benefits and the presentation and administration of the most cost-effective benefits that are in the best interests of both the village and the employees;
- Oversee the engagement of outside consultants and contractors through drafting RFPs or bid requests, review the bids or proposals and make a recommendation to the Village Board; drafting contracts for review by the Village Attorney, monitoring contracts, and ensuring the thorough and satisfactory completion of all contracted and consultant work;

- Review and process all zoning and land use applications and related plans, processes, and applications that are submitted to the Village Office, make referrals to the Plan Commission and/or the Village Board, serve as staff to the Plan Commission, monitor permits and Development Agreements for compliance;
- Draft administrative procedures to increase the effectiveness and efficiency of village government according to best practices in local government;
- Research, apply and administer grants.
- Keep informed concerning current federal, state, and county legislation affecting the village;
- Remain responsible in all aspects of intergovernmental relations by staying current on local issues and by positioning the village, by all necessary means, for long-term sustainability;
- Establish and maintain procedures to facilitate communications between citizens and village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official;
- Perform all other duties as may be assigned by the Board.

Secondary, Incidental Duties and Responsibilities

In addition to the essential duties and responsibilities of this position, other needs arise on an as needed or less frequent basis. Some of these duties include:

- Oversee public hearing notices and press releases on a timely basis to ensure all materials included therein are current and published per law;
- Respond to employee requests, concerns or grievances in a timely and professional manner;
- Attend promptly to all resident inquiries, concerns, issues, etc. ensuring that all ordinances are followed;
- Attend conferences, seminars, workshops and court proceedings as needed;
- Discuss and negotiate with developers, builders, business-owners and others attempting to procure development within Sister Bay.

Supervisory Responsibilities:

The supervisory responsibility of this position includes, but is not limited, to the following:

- Provide administrative direction to all department directors and managers and Administrative Office Staff;
- Recommend to the Personnel Committee the appointment, promotion, and, when necessary, for the good of the village, the suspension or termination of department directors;
- In consultation with the appropriate department director, be responsible for the appointment, promotion, and, when necessary, for the good of the village, the suspension or termination of employees below the department director level;
- Serve as personnel officer for the village with responsibilities to see that complete and current personnel records, including specific handbooks are current, job descriptions for all village employees are maintained, evaluate in conjunction with department directors the performance of all employees on a regular basis, recommend salary and wage scales for village employees, assure that village employees have proper working conditions, and work closely with department directors to promptly resolve personnel problems or grievances;
- Work closely with department directors to assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

Minimum Education and Experience Requirements:

Bachelor's Degree in Business Administration, Public Administration, Planning, Law, Political Science or related field and a minimum of three (3) years direct employment experience in public sector management. A preference will be given for strong accounting and budgeting skills, or strong planning and zoning skills, and for those holding a master's or related advanced degree. Furthermore, the desired candidate would possess the following:

- Proficiency in general accounting principles, public finance, municipal accounting and budgeting;
- Experience in cost-benefit analysis, risk and project management principles;
- Community Development;
- Thorough knowledge of public record and open meeting laws;
- Human Resources Management;
- Verbal and writing skills associated with public and customer service for effectively interacting with citizens, colleagues, elected officials and various outside contractors;
- Basic research and recordkeeping principles and disciplines.

Work Environment/Physical Demands:

Work is performed in a general office setting. Noise is minimal, but other interruptions such as ringing phones, fax/copy machines, etc. are experienced on a constant basis. At times it is necessary to leave the office setting to transport documents or complete errands in conjunction with village business. Must be willing to travel long distances to attend seminars, conferences and workshop. Additionally, the Administrator must keep abreast of issues by attending legislative votes, court proceedings or other settings that have direct impacts on the village's position.

Interaction with other Departments/Staff:

This position must interact and openly communicate with all staff on a regular basis. The Administrator must always maintain an open and honest dialogue with department directors to ensure adequate communication of work priorities.

Transfer or Assumption of Duties in Absence or Incapability:

In the event that the Administrator shall be absent from the village or incapable of discharging such duties and responsibility for any reason, the Administrator's designee shall oversee that the needs of the position are met for the duration of the absence.



Village of Sister Bay

Job Title: Zoning Administrator

Department: Administration

FLSA Classification: Exempt

Reports To: Village Administrator

Approved By: Village Board

JOB SUMMARY

The Zoning Administrator is responsible for administering and enforcing the Village of Sister Bay's zoning ordinances, reviewing development proposals, processing zoning and land use applications, conducting inspections, and ensuring compliance with Village codes and applicable state laws. The role provides professional support to the Plan Commission and Village Board, assists residents and developers in navigating zoning requirements, and maintains official zoning records. The Zoning Administrator works with limited supervision and must exercise independent judgment while applying Village ordinances fairly, consistently, and professionally. Duties include zoning interpretation, code enforcement, permit processing, development review, recordkeeping, customer service, and coordination with other Village departments and external agencies.

Essential Duties and Responsibilities

The primary responsibilities of this position include but are not limited to the following:

- Review, process, and issue zoning and land use permits, including rezoning requests, conditional use permits, variances, land divisions, development agreements, site plans, building permits when applicable, and related applications submitted to the Village.
- Interpret and apply Village zoning ordinances; provide written and verbal zoning determinations and interpretations to citizens, staff, and elected officials.
- Ensure all applications are complete and compliant with zoning regulations prior to approval; notify applicants when proposals do not meet ordinance standards and advise on alternatives such as variances or appeals.
- Maintain complete and accurate records of all zoning permits, applications, maps, amendments, appeals, conditional uses, variances, and enforcement actions.
- Conduct detailed reviews of residential, commercial, industrial, and multifamily development proposals for compliance with zoning codes, site plan requirements, and land use regulations.
- Assist with long-range planning efforts such as Comprehensive Plan updates, zoning code revisions, and ordinance amendments.
- Collaborate with the Building Inspector and other departments to coordinate inspections and ensure development projects meet Village standards.
- Investigate zoning complaints, conduct site inspections, take photographs and measurements, and prepare reports documenting violations.
- Issue enforcement notices, citations when necessary, and work with offenders toward voluntary compliance.
- Prepare documentation for municipal court hearings; appear and testify as needed to obtain compliance with Village ordinances.
- Provide exceptional customer service to residents, contractors, and developers by answering zoning

questions, explaining procedures, and guiding applicants through permit processes.

- Assist walk-in visitors and respond promptly to inquiries, complaints, grievances, or requests for information.
- Draft memos, reports, notices, and correspondence associated with zoning issues, violations, applications, and meetings.
- Serve as staff to the Plan Commission, which includes preparing agendas, packets, reports, maps, visuals, and meeting minutes.
- Attend Plan Commission, Zoning Board of Appeals, and other public meetings; provide technical expertise and present staff recommendations.
- Coordinate public hearing notices and ensure compliance with open meetings and statutory requirements.
- Work collaboratively with the Village Administrator, Village Staff and other governmental partners.
- Assist with floodplain administration, GIS updates, and comprehensive planning efforts as needed.

Secondary, Incidental Duties and Responsibilities

In addition to the essential duties and responsibilities of this position, other needs arise on an as needed or less frequent basis. Some of these duties include:

- Maintain departmental files, logs, databases, and forms; update zoning-related content on the Village website.
 - Participate in training, workshops, and conferences to maintain current knowledge of zoning laws and industry best practices.
- Assist other Village departments with projects requiring zoning input.

Minimum Education and Experience Requirements:

- Bachelor's degree in Urban Planning, Public Administration, Geography, Architecture, Environmental Studies, Engineering, Criminal Justice, or a related field.
- Equivalent combination of education and experience demonstrating the ability to perform zoning administration duties (e.g., construction project management, architectural project management, real estate/title research, GIS administration, building inspection administration).
- Experience in zoning administration, planning, code enforcement, or permit review.
- Ability to interpret and enforce zoning codes, read plans/blueprints, and navigate legal descriptions.

Knowledge, Skills, and Abilities:

- Strong interpersonal and customer service skills.
 - Ability to interpret ordinances, plans, and development documents.
 - Skilled in problem-solving, data analysis, and project management.
 - Ability to manage multiple priorities with attention to detail.
- Proficiency with Microsoft Office; experience with GIS preferred.

Work Environment/Physical Demands:

- Work performed primarily in an office setting with periodic outdoor inspections in varying weather conditions.
 - Must be able to walk, stand, sit, communicate clearly, take measurements, and use standard office equipment.
- Occasional lifting of up to 25–50 lbs depending on adopted standards.

Supervision / Decision-Making:

- This position does not supervise other employees.
- Decisions made significantly impact Village operations and development activities.
- Works under general direction of the Village Administrator with direct accountability for results.

This job description is intended to describe the functions and minimum requirements for the performance of this job and does not constitute an employment contract. Duties may be added, changed, or removed as needed by the Village Board.



STAFF REPORT

Date: August 3, 2026

To: Personnel Committee

Re: Local Government Professional Recruitment

There are three primary firms that specialize in local government recruitment:

- Innovative Public Advisors
- Public Administration Associates
- MGT (Formerly GovHR)