



PERSONNEL COMMITTEE MEETING

Tuesday, August 11, 2026, at 9:00 A.M.

This Meeting Will Be conducted Via Zoom Video Conferencing

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

Meeting ID: 443 990 1723 Passcode: 304078

To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#

[Deviations from the agenda order shown may occur](#)

For additional information check: www.sisterbaywi.gov

AGENDA

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approve Minutes:
 - a) August 5, 2026
5. Comments, Correspondence, and Concerns from the Public
6. Discussion/Action Items
 - a) Job Description Reviews
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 **Wednesday, August 5, 2026, 9:00 AM**

3 **(Unapproved)**

4
5 **1. Call to Order**

6 Chair Howson called the Personnel Committee meeting to order on Wednesday, August 5, 2026, at 9:00
7 AM.

8
9 **2. Roll Call**

10 Present: Lousie Howson, Brigid White. Excused: Patrice Champeau

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

12
13 **3. Approve Agenda**

14 *Motion to approve the agenda was made by White and seconded by Howson. Motion carried — all ayes.*

15
16 **4. Approve Minutes**

17 a. July 20, 2026

18 *Motion to approve the minutes of July 20, 2026 was made by White and seconded by Howson. Motion*
19 *carried — all ayes*

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. Job Description Review**

26 The committee reviewed the draft Zoning Administrator job description and agreed that the core
27 responsibilities were accurately reflected. Members recommend reorganizing the document into sections
28 for interpersonal skills, project management/detail orientation, and technical zoning duties using the
29 Town of Ledgeview's format as a model.

30
31 The committee agreed that short-term rental administration should be specifically included in both the
32 position summary and essential duties.

33
34 After discussing workload estimates, the committee concluded that combining zoning administration and
35 code compliance would support a full-time position and preferred recommending a single full-time role
36 over separate part-time positions.

37
38 The committee agreed to require a minimum of two years of relevant zoning, planning, code enforcement,
39 or permit review experience and to revise the physical requirements to remove the 50-pound lifting
40 requirement in favor of general occupational hazard language.

41
42 The committee also agreed that zoning responsibilities should be removed from the Village Administrator
43 job description once the new position is established, with a broader review of the Administrator job
44 description to occur as part of the village-wide job description update.

45
46 **Future Action Items:**

- Andrews to prepare a redlined draft of the Zoning Administrator job description, reformatted per the Ledgeview model, incorporating short-term rental language, updated minimum qualifications, and revised physical requirements language.
- Upon committee approval, the finalized Zoning Administrator job description is to be included in the Village Board packet, with all materials due no later than August 13, 2026, for the August 18, 2026 Board meeting.
- Andrews to update the Village Administrator job description to remove zoning-related duties as part of the ongoing comprehensive job description review.

b. Local Government Professional Recruitment

Andrews provided an overview of three recruitment firms currently utilized in Wisconsin for local government professional recruitment, including MGT (formerly GovHR). The committee acknowledged familiarity with two of the three firms. It was noted that the selected firm would likely provide market-rate salary data to inform compensation recommendations for the position.

The committee agreed to move forward with firm selection following Village Board review and approval of the finalized job description.

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

The committee identified the following items for future agendas: continued job description review for all village positions, and an organizational chart to be presented by Andrews at the September 1, 2026 regular meeting.

8. Next Meeting Date

The next regularly scheduled Personnel Committee meeting is September 1, 2026, at 10:00 AM. A special Zoom meeting is tentatively scheduled for August 11, 2026, at 9:00 A.M., pending member availability confirmation.

10. Adjourn

Motion to adjourn at 9:55 AM was made by Howson and seconded by White. Motion carried — all ayes.

Minutes submitted by Julie Thyssen, Village Clerk



STAFF REPORT

Date: August 11, 2026

To: Personnel Committee

Re: Job Description Reviews

The Personnel Committee met on August 5th, 2026, to discuss the proposed job description for the Zoning Administrator position. Currently, the Zoning Administration function is combined with the Village Administrator position. Separating the Zoning Administrator and Village Administrator positions is being proposed.

At the August 5th, 2026, meeting, the Personnel Committee reviewed an initial draft of the Zoning Administrator job description and provided recommendations for revisions, including adding additional references to Short-Term Rental application and administration, outlining interpersonal skills, and separating the essential functions into groups (similar to the Town of Ledgeview's Zoning Administrator job description).

Village Staff incorporated the information into the proposed Zoning Administrator job description. Note: The current job description lists the position FLSA/Pay Type as TBD. I recommend that this information be changed, based on the recommendation of the potential recruiter. Further, the Village Administrator position has been modified to remove identifiable references to the Zoning Administration functions.

Lastly, an Organizational Chart has been generated and identifies where the Zoning Administrator would be placed (Administration Department).

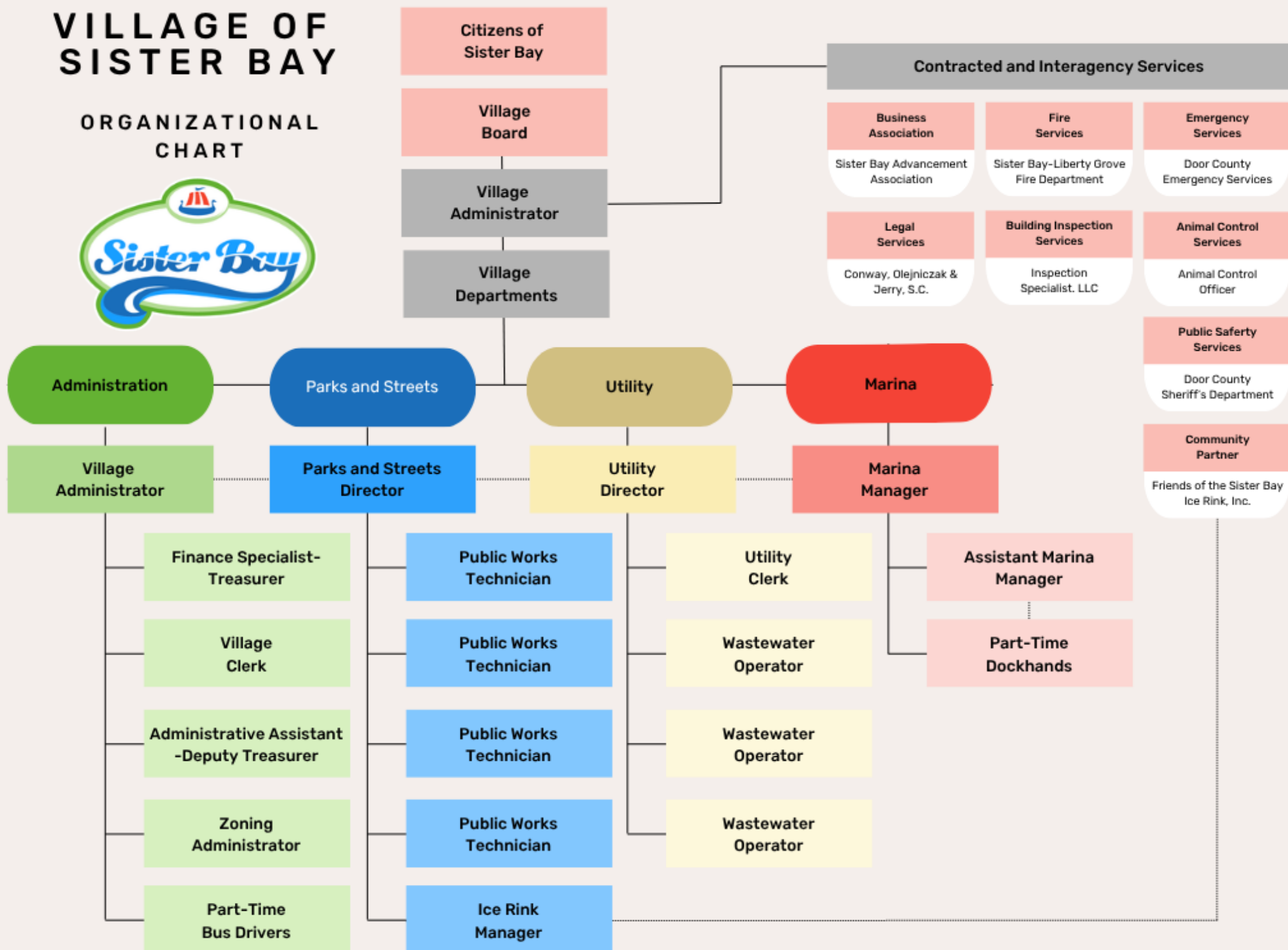
The request for the committee is to review the Zoning Administrator job description, determine if changes are required, and provide a recommendation to the Village Board.

Attachments:

1. Organizational Chart
2. Zoning Administrator Job Description
3. Village Administrator Job Description

VILLAGE OF SISTER BAY

ORGANIZATIONAL CHART





VILLAGE OF SISTER BAY JOB DESCRIPTION

Job Title: Zoning Administrator
Reports To: Village Administrator
Employment Category: Full-Time
Approved By: Village Board

Department: Administration
FLSA Classification: [FLSA]
Pay Type: [Pay Type]
Approval Date: [Date]

JOB SUMMARY

The Zoning Administrator is responsible for administering and enforcing the Village of Sister Bay's zoning ordinances and related municipal codes. This position manages zoning and land-use applications, conducts development reviews and inspections, and ensures compliance with Village ordinances and applicable state regulations. Work involves interpreting zoning rules, providing customer service to residents and developers, maintaining official zoning records, and supporting the Plan Commission and Village Board. A significant portion of this role includes processing short-term rental applications, monitoring compliance, and responding to associated violations, consistent with duties performed by the Village's Code Compliance Officer. The position requires independent judgment, professionalism, and fair, consistent decision-making. Some on-call hours may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Zoning Administration & Permit Processing

- Review, process, and issue zoning and land-use permits including rezoning requests, conditional use permits, variances, land divisions, development agreements, site plans, and related applications.
- Ensure applications are complete and compliant with ordinances; advise applicants when standards are not met and identify alternatives or appeal processes.
- Interpret zoning ordinances and provide written and verbal determinations to applicants, staff, and elected officials.
- Maintain complete and accurate records of all zoning permits, maps, amendments, conditional uses, variances, appeals, and enforcement actions.
- Assist with long-range planning initiatives, Comprehensive Plan updates, zoning code revisions, and ordinance amendments.

Development Review & Coordination

- Conduct detailed reviews of residential, commercial, industrial, and multifamily development proposals for zoning and land-use compliance.
- Collaborate with the Building Inspector and other departments on inspections, site plan reviews, and project coordination.
- Provide technical support and present recommendations to the Plan Commission and Zoning Board of Appeals at scheduled meetings.

Code Enforcement & Investigations

- Investigate zoning complaints, conduct field inspections, take photographs and measurements, and prepare documentation of violations.
- Issue notices of violation, corrective orders, citations, and follow up to ensure compliance.
- Prepare reports and appear in municipal or circuit court as needed for enforcement actions, consistent with duties in the Code Compliance Officer role.
- Conduct visual inspections of properties in response to zoning, nuisance, property maintenance, and short-term rental complaints.
- Coordinate with the Administrator to ensure consistent enforcement of Village ordinances.

Short-Term Rental (STR) Administration

- Process STR permit applications, maintain tracking logs, and monitor compliance with STR regulations.
- Investigate STR-related violations, communicate with property owners, and document enforcement actions.
- Assist residents, property managers, and renters in understanding STR requirements.

Customer Service & Public Interaction

- Provide exceptional customer service by answering zoning questions, guiding applicants through processes, and simplifying complex regulations—aligned with the customer-service model used in Ledgeview.
- Meet with citizens to explain ordinance requirements, review compliance issues, and work toward cooperative solutions.
- Assist walk-in visitors and respond promptly to inquiries, complaints, and requests for information.

Administrative Duties

- Draft memos, reports, notices, resolutions, and correspondence related to zoning matters.
- Prepare agendas, packets, maps, reports, visuals, and meeting minutes for the Plan Commission and Zoning Board of Appeals.
- Maintain departmental files, logs, databases, and forms; update zoning-related website content.
- Participate in training, workshops, and conferences to maintain up-to-date knowledge of zoning and planning practices.

Secondary, Incidental Duties and Responsibilities

- Assist other Village departments with projects requiring zoning expertise.
- Support floodplain administration, GIS updates, and comprehensive planning efforts.
- Provide organized record sets to administration for retention and legal compliance.
- Perform other duties as assigned that relate logically to this position's purpose.

Minimum Education and Experience Requirements:

- Bachelor's degree in urban planning, Public Administration, Geography, Architecture, Environmental Studies, Engineering, Criminal Justice, or a related field.
- Two years of equivalent combination of relevant experience such as construction project management, architectural project management, real estate/title research, zoning administration, GIS administration, building inspection administration, or environmental permitting.
- Experience in zoning administration, planning, permit review, or code enforcement.
- Valid Wisconsin driver's license.

Knowledge, Skills, and Abilities:

- Strong interpersonal and customer-service skills; ability to communicate complex regulations clearly and empathetically.
- Ability to interpret and enforce ordinances, plans, development documents, blueprints, and legal descriptions.
- Skilled in problem-solving, research, data analysis, and project management.
- Ability to manage multiple priorities, meet deadlines, and maintain attention to detail.
- Proficiency with Microsoft Office; GIS experience preferred.

Work Environment/Physical Demands:

- Work is performed primarily in an office setting with periodic outdoor inspections in varying weather conditions.
- Must be able to stand, walk, sit, communicate clearly, take measurements, and use standard office and inspection equipment.
- Occasional lifting of 30 lbs. may be required.
- Inspections may involve driving in high-traffic or stressful conditions; occasional court appearances may require professionalism under pressure.

Supervision / Decision-Making:

- This position does not supervise other employees.
- Decisions made significantly impact Village operations and development activities.
- Works under the 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.



VILLAGE OF SISTER BAY JOB DESCRIPTION

Job Title: Village Administrator
Reports To: Village Board
Employment Category: Full-Time
Approved By: Village Board

Department: Administration
FLSA Classification: Exempt
Pay Type: Salaried
Approval Date: [Date]

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 communication between citizens and village government to ensure that complaints, grievances, recommendations and other matters receive prompt attention by the official responsible.
- 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.