



PERSONNEL COMMITTEE MEETING

AGENDA

Thursday, September 10th, 2026, at 1:00 P.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) Organization Chart Review
 - b) Job Description Reviews
 - i. Zoning Administrator
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
 - a) Comprehensive Employee Handbook Review
8. Next Meeting
9. Executive Session
 - a) Per Wisc. Stats. 19.85(1)(c), the Personnel Committee by majority roll call approval may go into executive session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - i. Parks and Streets Department; Personnel Matters
 - ii. Employee Performance Evaluation Review; Six (6) Month Follow-Up
10. Adjourn

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to the 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 at the Village's website.

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