

PERSONNEL COMMITTEE MEETING MINUTES
Thursday, September 10, 2026, 1:00 PM
(Approved as amended)

1. Call to Order

Chair Howson called the Personnel Committee meeting to order on Thursday, September 10, 2026, at 1:02 P.M.

2. Roll Call

Present: Lousie Howson, Patrice Champeau, Brigid White.

Also Present: Administrator Benjamin Andrews and Village Clerk Julie Thyssen

3. Approve Agenda

The agenda was amended to remove the Executive Session (Item 9) from the meeting. No additional changes were noted.

Motion to approve the agenda as amended was made by Howson and seconded by Champeau. Motion carried — all ayes.

4. Approve Minutes

a. July 20, 2026

Motion to approve the minutes of July 20, 2026 was made by Howson and seconded by Champeau.

Motion carried — all ayes.

5. Comments, Correspondence, and Concerns from the Public

A resident, Doug Roberts, raised concerns regarding late-night disturbances at Pebble Beach occurring around 2:00 AM, including loud music and lighting.

6. Discussion/Action Items

a. Organization Chart Review

Andrews presented a draft organizational chart, developed for the Village. The chart reflects the current structure from citizens through elected officials, the Village Administrator, contracted services, and the four Village departments: Administration, Parks and Streets, Utility, and Marina.

The Committee directed the following revisions prior to sharing the chart with the Village Board:

- Replace "Zoning Administrator" with "Code Compliance Officer (Part Time)" to accurately reflect the current structure, noting that the title "Part Time" is the official position title.
- Add FTE counts within each position box.
- Clarify the Village Board box to indicate "1 President, 6 Trustees."
- Retain Friends of the Ice Rink as a community partner, given their operational responsibility over a Village asset.

The Committee noted that the library and historical society are separate organizations and need not appear on the chart. The revised chart will be reviewed at the next meeting before being presented to the full Board.

Action Item: Andrews to update the organizational chart incorporating the Committee's revisions for review at the next meeting.

b. Job Description Reviews

Zoning Administrator

1 Andrews presented a reformatted draft job description for a Zoning Administrator position, developed
2 in part by referencing the Town of Ledgeview's comparable position. The FLSA classification and pay
3 type were intentionally omitted pending further discussion.

4
5 Champeau raised a concern regarding a potential conflict of interest in having a single position both
6 issue short-term rental (STR) permits and enforce related ordinances. Following discussion, the
7 Committee concluded there is no structural conflict, as the current Code Compliance Officer role
8 operates in the same integrated manner. Enforcement authority is explicitly captured in the job
9 description under "Code Enforcement Investigations," including inspections in response to zoning,
10 nuisance, property maintenance, and STR complaints.

11
12 White suggested that the process by which residents report STR complaints be referred to the
13 Planning Commission for review, given concerns about the existing notice and complaint procedures.
14 The Committee agreed.

15
16 The following revisions to the job description were directed:

- 17 • Add liaison language for Plan Commission and Zoning Board of Appeals (e.g., "Liaison duties
18 including coordination with committee chairpersons").
- 19 • Remove the reference to Ledgeview's customer service model from the Customer Service and
20 Public Interaction section.
- 21 • Retain the supervision notation that the position does not supervise other employees, with
22 the understanding that the job description would be updated if that changes.

23
24 **Action Item:** Planning Commission to be formally notified, via letter from the Andrews, of the
25 Personnel Committee's referral regarding STR notice requirements and complaint procedures.

26 27 **c. Zoning Administrator**

28 The Committee discussed the practical and budgetary parameters of the proposed Zoning
29 Administrator position.

30 The Committee estimated the position would require approximately 35 hours per week during peak
31 season and 20 hours per week in the off-season. There was consensus that a full-time, year-round
32 salaried position would attract the strongest candidates and provide sufficient workload, particularly
33 with the potential consolidation of STR administrative functions currently distributed across multiple
34 staff members.

35
36 The Committee agreed to direct the Village's financial consultant to run budget impact projections for
37 both a full-time salaried scenario (using a \$75,000 placeholder) and a part-time hourly scenario, to be
38 presented to the full Board.

39
40 The position is anticipated to be recruited and filled in 2027, with a budget placeholder incorporated
41 into the upcoming budget cycle accordingly.

42 43 **Action Items:**

- 44 • Andrews to work with the Finance Specialist/Treasurer to prepare budget projections for both
45 full-time salaried and part-time hourly scenarios for the Zoning Administrator position.
- 46 • Revised job description and budget analysis to be presented to the Committee prior to
47 submission to the Village Board, anticipated for the October Board meeting.

48 49 **7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee**

50 **a. Comprehensive Employee Handbook Review**

51 The following items were identified for placement on future Personnel Committee agendas:

- Utility Department job description reviews
- Village Administrator job description review
- Comprehensive Employee Handbook review

The Committee also directed that the STR notice and complaint process be formally referred to the Planning Commission via letter from the Administrator.

8. Next Meeting

The next meeting date was not formally set during the meeting. The Committee noted that a meeting prior to the October Village Board meeting would be necessary to finalize the Zoning Administrator proposal.

9. Executive Session

The Executive Session was removed from the agenda by amendment at the opening of the meeting. No executive session was held.

a. Parks and Streets Department; Personnel Matters

No action taken.

b. Employee Performance Evaluation Review; Six (6) Month Follow-Up

No action taken.

10. Adjourn 47:54

Motion to adjourn at 1:49 was made by White and seconded by Champeau. Motion carried — all ayes.

Minutes submitted by Village Clerk Julie Thyssen