VILLAGE BOARD SPECIAL MEETING

TUESDAY, OCTOBER 27, 2026 – 3:30 PM

NWTC Learning and Innovation Center in Sister Bay, 2438 S. Bay Shore Drive, Large Conference Rm.
To access the meeting electronically, click:
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 & Roll Call (Zoom Participants Mute Devices)
2. Approve Agenda
3. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
4. Discussion/Action Item(s):
    a) Administration Update – Interim Operations and Organizational Updates
    b) Temporary Administrative Authority and Coordination of Village Operations During the Village Administrator Vacancy
    c) Village Administrator Recruitment Process and Professional Search Services
    d) Administrative Roles for a Full-Time Planning and Zoning Administrator vs. Village Administrator
5. Closed Session
    a) Move to convene in Closed Session pursuant to Wis. Stats. 19.85(1)(e) for Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
6. Motion to Reconvene into Open Session
7. Motion for Action if Appropriate
8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
9. Next Meeting
10. Adjourn

Public Notice

Public participation at meetings and correspondence is welcome. Submit emails or letters to the Village Clerk at clerk@sisterbaywi.gov or at the Village Administration Office at 2383 Maple Drive, Sister Bay. Letters may not be read at the meeting but referenced and/or summarized. You may also email Board members directly. 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. Copies of reports and other supporting documentation are available for review online. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid or accommodation 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 Village Administration Office at 920-854-4118; (FAX) 920-854-9637; emailing the Village Clerk at clerk@sisterbaywi.gov, or, by writing to the Village Administration Office, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234 (allow adequate mail time). 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.

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

Posted Date: 10/16/2026

STAFF REPORT

Date: July 22, 2026

To: Village Board

Re: Temporary Administrative Authority During Administrator Vacancy

This authorization is intended solely to maintain continuity of Village operations during the administrative vacancy and shall be subject to the following provisions:

1. **Administrative Coordination:** The Village President shall serve as the primary point of contact for Village staff on matters that would ordinarily require the attention or approval of the Village Administrator.

2. **Routine Operations:** The Village President is authorized to coordinate and approve routine administrative matters necessary for the continued operation of the Village, consistent with existing policies, ordinances, budgets, and previously delegated authorities. This includes exercising the routine operational authority ordinarily assigned to the Village Administrator.

3. **Personnel Matters:** Existing personnel policies and supervisory responsibilities shall remain in effect. The Village President may address routine personnel matters ordinarily handled by the Village Administrator, consistent with existing Village policies. This authorization does not grant independent authority to hire, terminate, discipline, or modify employee compensation or employment conditions beyond what is otherwise permitted by Village policy or Board authorization.

4. **Financial Authority:** The Village President shall have the same authority as the Village Administrator to approve operational expenditures, purchases, and payments necessary for the continued operation of the Village. Such authority shall remain subject to existing budgets, purchasing policies, expenditure limits, and other applicable Village requirements. This authorization does not permit expenditures or financial commitments beyond the authority ordinarily granted to the Village Administrator.

5. **Board Authority:** Matters requiring Village Board approval shall continue to be brought before the Board. Nothing in this authorization shall supersede the authority of the Village Board or any other Village official under applicable law.

6. **Temporary Nature:** This authorization does not constitute an appointment of the Village President as Acting or Interim Village Administrator. The authority granted herein is limited to maintaining Village operations during the administrative vacancy and shall not be interpreted as transferring the full responsibilities of the Village Administrator position.

7. **Expiration:** This authorization shall automatically expire at the conclusion of the next regular Village Board meeting unless extended, modified, or replaced by action of the Village Board.

Motion Example:

The Village Board hereby authorizes the Village President to provide temporary administrative coordination and exercise limited administrative authority until the conclusion of the next regular meeting of the Village Board, unless earlier modified or terminated by Board action.



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Village Administrator Replacement Search



Proposal for Village of Sister Bay
Village Administrator Replacement Search

Dear Village Board Members:

Innovative Public Advisors (IPA) values the strong relationship we have developed with the Village of Sister Bay and appreciates the trust you have placed in our team. We remain committed to the Village's success and to identifying a best-fit Village Administrator who will provide effective, lasting leadership for the organization and community.

Since our initial recruitment, IPA has experienced tremendous growth, expanding our professional network, strengthening our recruitment strategies, and successfully conducting more than 60 executive searches throughout Wisconsin in the past year. As a leading Wisconsin-based public-sector executive recruitment and strategic advisory firm, we bring an even greater depth of experience and resources to this replacement search. We also recognize the value of learning from the past year. Our team will build upon our understanding of Sister Bay, reflect on the experiences and lessons learned, and work closely with the Village Board and staff to further refine the leadership qualities, experience, and organizational fit needed in the next Administrator. This engagement will guide our proactive recruitment, thorough candidate evaluation, and selection process.

IPA Partners Jay Shambeau, ICMA-CM, MPA, and Jess Wildes, MPA, will lead the recruitment, bringing complementary expertise in municipal leadership, executive recruitment, organizational development, public engagement, and governing body-manager relations. Our approach combines personalized service, proactive candidate outreach, and a thorough evaluation process to identify qualified candidates who align with Sister Bay's priorities and long-term goals.

Our commitment to Sister Bay extends beyond filling a position. We value our partnership and are dedicated to helping the Village secure a capable, collaborative, and committed leader who will serve the community well into the future.

Thank you for your continued confidence in IPA. We look forward to working together on a successful recruitment!

Jay Shambeau, ICMA-CM, MPA
Partner, Innovative Public Advisors
jay@public-advisors.com | 262-355-6102

Jess Wildes, MPA, MS
Partner, Innovative Public Advisors
jess@public-advisors.com | 262-339-5658

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Recruitment Strategy

Innovative Public Advisors (IPA) approaches executive recruitment as a collaborative, board-driven process. For this replacement search, we will build upon our relationship with the Village Board and staff team to identify a best-fit Village Administrator.

IPA Partners Jess Wildes, MPA, MS, and Jay Shambeau, ICMA-CM, MPA, will lead the recruitment. Since our initial engagement, IPA has grown significantly, conducting more than 60 executive searches throughout Wisconsin in the past year and expanding our professional network.

We will work closely with the Village Board and staff to revisit priorities, refine the candidate profile, and conduct proactive outreach and thorough candidate evaluations. Our focus remains on identifying a qualified, collaborative leader who aligns with Sister Bay's organizational needs and long-term goals.

Recruitment Marketing

- Conduct a Village Administrator position assessment survey with the Village Board and staff to gather insights from recent experiences and inform the candidate profile and recruitment strategy.
- Update the position announcement, profile brochure, custom recruitment landing page, and other recruitment marketing materials.
- Advertise the position through the Wisconsin City/County Management Association (WCMA), League of Wisconsin Municipalities, LinkedIn, and other professional networks.
- Promote the position to IPA's extensive network of LinkedIn connections (15,000+) with targeted outreach to dynamic municipal managers and administrators.

Application and Interview Process

- Receive and manage all applications and materials, screen and evaluate candidates, and present candidates to the Village Board or hiring team with a written report.
- Coordinate and facilitate interviews with Village Board members, key staff, and community leader group.
- IPA staff will be present to manage logistics and facilitate each stage of the interview process.

Candidate Selection and Negotiations

- Assist the Board with finalist evaluations, reference and background checks, and selection.
- Provide guidance on employment terms and contract negotiations.
- Prepare a press release and public announcement.



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Timeline

- Week 1: Kickoff Meeting and Village Administrator Position Assessment
- Week 2: Update Recruitment Materials and Post Position
- Weeks 3–6: Recruit and Screen Candidates
- Week 6: Initial Applicant Review, Schedule Interviews, and Conduct Pre-Screenings
- Weeks 7–8: Interviews, Candidate Selection, and Full Background Check by Law Enforcement

Dates subject to change based on the Village's preferences.

Project Budget

Replacement Search Services for Village Administrator: $5,000.00

The replacement recruitment will be conducted for a flat fee of $5,000 to cover IPA's direct expenses for marketing, advertising, and travel. This fee reflects our continued commitment to the Village of Sister Bay and our valued partnership. IPA will invoice the Village for the full amount upon the selected candidate's execution of an employment agreement.



Innovative Public Advisors

Advancing local government a different way—the IPA way.

Innovative Public Advisors (IPA) is a premier public sector executive recruitment and strategy firm dedicated to empowering municipalities with tailored solutions that enhance leadership, optimize operations, and drive positive community impact.

Founded by experienced municipal professionals Jay Shambeau, ICMA-CM, MPA, and Jess Wildes, MPA, IPA offers a wide range of services. With a focus on delivering innovative, sustainable solutions, IPA is committed to helping local governments navigate complex challenges and strengthen their capacity to serve their communities effectively.

Services



Executive Recruitment and Interim Services



Economic Development and Grant Writing



Strategic and Specialty Plan Development



Professional Coaching and Mentorship



Communications and Marketing Strategies



Governance Training and Facilitated Workshops

IPA Team

Innovative Public Advisors is led by partners Jess Wildes and Jay Shambeau, two seasoned professionals with extensive experience in public sector management and strategic consulting.

Together, they bring a wealth of expertise in government administration, operations, communications, and leadership development—offering innovative solutions to help local governments thrive.



JAY SHAMBEAU ICMA-CM, MPA

jay@public-advisors.com | 262-355-6102

EDUCATION

MASTER OF PUBLIC ADMINISTRATION
UW–Oshkosh

BACHELOR OF SCIENCE
Regional Analysis and Geography, UW–Green Bay

LEADERSHIP WISCONSIN
UW–Madison, 2014

ACCOLADES

Credentialed Manager
International City/County Management Association, 2024

Recipient of ICMA's prestigious 30 Years of Service Award

SERVICE

President, Rotary International
West Bend Sunrise Rotary Club

Boys and Girls Club of Washington County
Board Member

United Way of Washington County, Campaign Co-Chair

West Bend Area Chamber of Commerce, Board Member

West Bend Tourism Commission, Chairman

Kettle Moraine Lutheran High School, Board Member and President

INNOVATIVE PUBLIC ADVISORS, PARTNER

Jay is a public sector executive with 32 years of leadership experience in village, city, and county government. He has served in multiple interim City Manager and Administrator roles, providing steady executive leadership to municipalities during periods of transition and organizational change. His expertise includes municipal management, strategic planning, governance, strategic communications, executive recruitment, and public policy.

Jay also facilitates governing body workshops, strategic planning initiatives, and organizational discussions that help elected officials and staff establish priorities, strengthen working relationships, and navigate complex issues. Known for his collaborative and practical approach, Jay combines extensive local government experience with strong relationship-building and communication skills to help municipalities strengthen governance, advance priorities, and identify exceptional leaders. He has led more than 60 executive searches in the past year.

INTERIM LEADERSHIP SERVICE

- *Interim City Manager*
  City of Janesville, Wisconsin, 2026
- *Interim City Administrator*
  City of South Milwaukee, Wisconsin, 2026
- *Interim Village Administrator*
  Village of Salem Lakes, Wisconsin, 2025
- *Interim City Administrator*
  City of Beaver Dam, Wisconsin, 2025

CITY ADMINISTRATOR

City of West Bend, Wisconsin, 2016–2025

- Responsible for the administration of daily city operations and implementing policies established by the City Council.
- Oversaw a $30 million budget, led economic development activities, managed the department head team, fostered community engagement, and promoted the city's growth and development.

PLANNING AND PARKS ADMINISTRATOR

Washington County, Wisconsin, 2014–2016

COUNTY ADMINISTRATOR

Calumet County, Wisconsin, 2008–2014

VILLAGE ADMINISTRATOR

Village of Kewaskum, Wisconsin, 2006–2008

PLANNING DIRECTOR

Clark County, Wisconsin, 1993–2006



JESS WILDES MPA, MS

jess@public-advisors.com | 262-339-5658

EDUCATION

MASTER OF PUBLIC ADMINISTRATION
University of Wisconsin Oshkosh

MASTER OF SCIENCE
Integrated Marketing Communications
Eastern Michigan University

BACHELOR OF ARTS
College of Saint Benedict and Saint John's University

SERVICE

International City/County Management Association (ICMA) Assistant Chief Administrative Officer (ACAO) Committee Member

Wisconsin Economic Development Association (WEDA) Board Member

University of Wisconsin Oshkosh MPA Alumni Board Member

Mid-Moraine Municipal Court Board Member

Downtown West Bend Business Improvement District (BID) Board Executive Director

Visit Washington County Board Member and Vice President

Honored as one of ELGL's "Top 100 Influencers in Local Government"

INNOVATIVE PUBLIC ADVISORS, PARTNER

Jess is an experienced local government executive and strategist specializing in municipal administration, strategic planning, community and stakeholder engagement, organizational and operational studies, intentional communication, grant acquisition, and executive recruitment—conducting more than 60 searches in the last year. As Partner and co-founder of Innovative Public Advisors, she has led strategic planning and engagement initiatives across Wisconsin and facilitated stakeholder engagement for a range of complex municipal projects, including organizational studies and a public safety referendum.

Jess has helped numerous municipalities secure millions of dollars in Innovation Grant funding to advance shared services, organizational improvements, and community priorities. Her work combines practical municipal leadership with strategic analysis, communication, and engagement to help local governments navigate complex issues and advance priorities.

INTERIM LEADERSHIP SERVICE

- *Interim Communications and Engagement Manager*
  City of Oshkosh, Wisconsin, 2026
- *Interim City Administrator*
  City of Omro, Wisconsin, 2026
- *Interim Village Administrator*
  Village of Campbellsport, Wisconsin, 2025–2026
- *Interim Communications Director*
  Trempealeau County, Wisconsin, 2025

ASSISTANT CITY ADMINISTRATOR

City of West Bend, Wisconsin, 2020–2025
Also served as Communications and Economic Development Director

DIRECTOR OF COMMUNICATIONS AND MARKETING

Museum of Wisconsin Art, West Bend, Wisconsin, 2017–2020

SENIOR ACCOUNT EXECUTIVE

Trefoil Group, Milwaukee, Wisconsin, 2016–2017

DIRECTOR OF RECRUITMENT MARKETING

Mount Mary University, Milwaukee, Wisconsin, 2013–2016
Northland College, Ashland, Wisconsin, 2009–2013

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Recent/Current Recruitments

IPA successfully conducted more than **60 executive searches in the last year.**

City of Beaver Dam

Interim City Administrator & City Administrator Executive Recruitment

The City of Beaver Dam engaged IPA to provide Interim City Administrator services (30 hours/week) and to lead the executive recruitment for its next permanent City Administrator. IPA supported the City through a key leadership transition by delivering experienced interim management, ensuring continuity of operations, and collaborating closely with elected officials and department heads. In addition to managing a professional and inclusive recruitment process, IPA Partner Jay Shambeau facilitated a strategic workshop with the Common Council to help guide the transition and lay a foundation for long-term leadership success.

Mayor Bobbi Marck, mayor@ci.beaverdam.wi.gov | 920-382-1356



Sampling of 2025–2026 Executive Recruitments:

City of Antigo, City Administrator (Population 8,100)
City of Beaver Dam, City Administrator* (Population 16,700)
City of Brillion, City Administrator* (Population 3,300)
City of Clintonville, City Administrator (Population 4,500)
City of Fond du Lac, Community Development Director (Population 44,678)
City of Janesville, City Manager* (Population 67,100)
City of Lake Mills, Public Works Director (Population 6,400)
City of Lake Mills, Director of Utilities (Population 6,400)
City of Oshkosh, City Clerk and **City Attorney** (Population 67,242)
City of Oshkosh, Communications Manager (Population 67,242)
City of South Milwaukee, City Administrator* (Population 20,795)
City of Sun Prairie, Assistant City Administrator (Population 39,000)
City of Whitehall, City Administrator (Population 1,645)
Village of Campbellsport, Village Administrator* (Population 1,907)
Village of Dane, Village Administrator (Population 1,100)
Village of Dane, Clerk/Treasurer (Population 1,100)
Village of Fox Point, Village Manager* (Population 6,934)
Village of Germantown, Village Administrator* (Population 19,007)
Village of Mukwonago, Finance Director (Population 8,262)
Village of New Glarus, Village Administrator (Population 2,266)
Village of Salem Lakes, Village Administrator (Population 14,600)
Village of Sussex, Building Inspector (Population 11,795)
Village of Sussex, Public Works Director/Village Engineer (Population 11,795)
Village of Waunakee, Deputy Administrator/CD Director (Population 14,879)



References are provided on page 9.

We are happy to connect you with any of our clients!

**Included Interim Administrator Services*

References for Executive Searches

IPA has worked with municipalities of 1,000 to 70,000 residents to recruit qualified, dynamic public sector leaders.

City of Janesville

Interim City Manager Services, Stakeholder Engagement, and City Manager Executive Recruitment



The City of Janesville engaged IPA to provide interim executive leadership and recruit its next City Manager. IPA Partner Jay Shambeau served as Interim City Manager, ensuring continuity of operations during the leadership transition. IPA conducted an extensive stakeholder engagement process, including a community survey with more than 800 responses, four public input sessions, leadership assessments, stakeholder outreach, and a strategic communications campaign. The resulting engagement report informed the leadership profile and recruitment strategy. Following a comprehensive recruitment and selection process, the City Council appointed its next City Manager.

Reference: Council President Larry Squire
squirel@janesvillewi.gov | 608-373-6012

City of Oshkosh

Executive Recruitment Services for Director of Administrative Services and Organizational Effectiveness, City Clerk, Communications and Engagement Manager, Public Works Director, Assistant Finance Director, and City Attorney



The City of Oshkosh has engaged IPA to assist with numerous key leadership recruitments. In these engagements, IPA has worked in close coordination with the City Manager to lead outreach, applicant screening, interview coordination, candidate communications, selection and negotiations. This approach allows internal staff to remain focused on day-to-day operations while ensuring a thorough, professional, and well-managed recruitment process that delivers strong candidate outcomes.

Reference: City Manager Rebecca Grill
rgrill@oshkoshwi.gov | 920-236-5002

Village of Fox Point

Executive Recruitment Services for Village Manager
Interim Village Manager Services



The Village of Fox Point partnered with IPA to navigate a transition in its top administrative leadership. IPA conducted the search for the Village's next Manager, providing a focused and responsive recruitment process tailored to the Village's priorities and organizational needs. At the same time, IPA Advisor Mitch Reynolds stepped in as Interim Village Manager, maintaining continuity, supporting staff and elected officials, and ensuring municipal operations continued smoothly throughout the transition.

Reference: Village Board President Christine Symchych
csymchych@villageoffoxpoint.com | 414-403-7729

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Additional Materials

Innovative Public Advisors (IPA) customizes recruitment marketing materials for each search, highlighting the unique character and strengths of the municipality. Led by Partner Jess Wildes, who brings a strong communications and design background, IPA develops a suite of branded marketing materials entirely in-house, without subcontractors—including a recruitment brochure, responsive landing page, and compelling social media content—that are visually appealing and strategically crafted. This tailored approach ensures candidates gain an authentic understanding of the position and community.

Position Profile
Stylized Position Description
Position Landing Page
Social Media Posts



View IPA's current executive recruitment positions at
www.public-advisors.com/jobs

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Innovative Public Advisors, LLC
public-advisors.com