

**ADMINISTRATIVE AND PERSONNEL COMMITTEE
MEETING MINUTES
Wednesday, January 21, 2026**

Meeting was called to order at 2:33 P.M. by Chairperson Stuckert.

1. Call Meeting to Order.

Present: Chairperson Stuckert, Trustee Castile, Trustee Hillmann (Zoom), and Trustee Olson 3:25 P.M. (Zoom)

Absent: Trustee Sayas

Also Present: Village Manager Tom Harrigan, Finance Director Brian Lahey, President Jim Koleski, Police Chief Jason Hennen, Assistant Police Chief Ryan Unger, Fire Chief Brian Naylor,

2. Announcement of Closed Session pursuant to Wis. 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. More Specifically, Review the Police Department Union Contract, Represented and Non-Represented Employee Wage Increase, and Conduct the Annual Performance Review of the Police Chief.

Chairperson Stuckert read aloud the announcement of closed session.

3. Review and Act on Meeting Minutes Dated December 4, 2025.

TRUSTEE CASTILE MOTIONED TO APPROVE THE MEETING MINUTES DATED DECEMBER 4, 2025. CHAIRPERSON STUCKERT SECONDED. MOTION CARRIED 3-0.

4. Discussion and Possible Action on the Creation of a Part-Time Dispatcher Position with a Staffing Limit of Two (2) Employees

Police Chief Hennen summarized the necessity and anticipated impact of the proposed part-time dispatcher positions. He explained that these roles would address scheduling gaps currently filled by shifting full-time staff or utilizing overtime. Chief Hennen noted that the change is expected to be budget-neutral or potentially yield cost savings by reducing overtime expenditures.

President Koleski inquired about benefit eligibility, specifically regarding the Wisconsin Retirement System (WRS) and how hours would be managed to stay below benefit thresholds. Chief Hennen clarified that the positions are part-time. The only potential benefits would be prorated holiday and vacation pay, contingent upon the employee averaging at least 20 hours per week.

In response to President Koleski's inquiry regarding recruitment, Chief Hennen noted he has already spoken with one interested candidate to gauge viability.

TRUSTEE CASTILE MOTIONED TO RECOMMEND TO THE BOARD OF TRUSTEES THE CREATION OF A PART-TIME DISPATCHER POSITION WITH A STAFFING LIMIT OF TWO (2) EMPLOYEES. TRUSTEE HILLMANN SECONDED. MOTION CARRIED 3-0.

5. Discussion and Possible Action on Firefighter Compensation: Implementation of a \$30 Training Incentive and Increase to Unassigned Shift Pay.

Fire Chief Naylor presented a proposal to implement a \$30 training incentive and a \$10 increase to unassigned shift pay. He explained that these adjustments are intended to reward firefighters who demonstrate commitment and go above and beyond in their service to the department.

Chief Naylor informed the Committee that this proposal was previously reviewed by the Finance Committee during the 2026 budget workshops. The projected costs associated with these increases have been fully incorporated into the approved 2026 budget.

TRUSTEE CASTILE MOTIONED TO RECOMMEND TO THE BOARD OF TRUSTEES THE IMPLEMENTATION OF A \$30 TRAINING INCENTIVE AND INCREASE TO UNASSIGNED SHIT PAY. TRUSTEE HILLMANN SECONDED. MOTION CARRIED 3-0.

6. Closed Session

Trustee Olson arrived via Zoom (3:25 P.M.)

Motion made to convene into closed session pursuant to Wis. Stat. Sec. 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. More Specifically to discuss:

- A. Review the Police Department Union Contract
- B. Review the Represented & Non-Represented Employee Wage Increase
- C. Conduct the Annual Performance Review of the Police Chief

7. Motion to Reconvene into Open Session

Meeting convened into open session at 3:19 P.M.

8. Discussion and Possible Action Regarding Items Discussed in Closed Session

- A. Review the Police Department Union Contract

No Action Taken

- B. Review the Represented & Non-Represented Employee Wage Increase

TRUSTEE CASTILE MOTIONED TO RECOMMEND TO THE BOARD OF TRUSTEES THE APPROVAL OF FIRE CHIEF NAYLOR'S 2025 FIREFIGHTER BONUSES PER THE JANUARY 6TH MEMO. TRUSTEE HILLMAN SECONDED. MOTION CARRIED 4-0

TRUSTEE HILLMANN MOTIONED TO RECOMMEND TO THE BOARD OF TRUSTEES THE 2026 WAGE INCREASES FOR NON-REPRESENTED EMPLOYEES CONSISTENT WITH THE MATERIALS PRESENTED IN CLOSED SESSION. TRUSTEE CASTILE SECONDED. MOTION CARRIED 4-0

C. Conduct the Annual Performance Review of the Police Chief

No Action Taken

9. Other Business

None

10. Adjourn

TRUSTEE CASTILE MOTIONED TO ADJOURN. TRUSTEE HILLMANN SECONDED. MOTION CARRIED 4-0.

Meeting adjourned at 3:31 P.M.

Respectfully Submitted,
Finance Director Brian Lahey