

**1. Call to Order**

Trustee Prott called the meeting to order at 1:31 p.m. via ZOOM at the Caledonia Village Hall, 5043 Chester Lane

Committee Members: Trustee Prott and Trustee Stillman. Trustee Weatherston and Trustee Martin were also present.

Absent: None.

Staff present: Village Administrator Tom Christensen, HR Director Toni Muise, and Racine County Clerk Wendy Christensen.

**2. Approval of Minutes**

Motion by Trustee Stillman to approve the minutes from the January 20, 2021 meeting. Seconded by Trustee Prott. Motion carried unanimously.

**3. The Personnel Committee will take up a motion to go into CLOSED SESSION pursuant to s. 19.85(1)(c) & (e), WI Stats., to interview candidates for the position of Village Clerk AND pursuant to s. 19.85(1)(c), Wis. Stat., for considering employment, compensation and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: specifically to discuss and consider recommendations on compensation for interim Fire Chief.**

Motion by Trustee Stillman to go into closed session. Seconded by Trustee Prott. Motion carried unanimously.

**5. The Personnel Committee reserves the right to RECONVENE INTO OPEN SESSION to take possible action on the item(s) discussed during the CLOSED SESSION and to move to other remaining items on this agenda.**

Motion by Trustee Stillman to go into open session. Seconded by Trustee Prott. Motion carried unanimously.

Motion by Trustee Stillman to recommend \$300 salary stipend per pay period for Battalion Chief Jeff Henningfeld while filling interim Chief role. Seconded by Trustee Prott. Motion carried unanimously.

**6. Adjournment**

Motion by Trustee Stillman to adjourn. Seconded by Trustee Prott. Motion carried unanimously.

Meeting adjourned at 5:11 p.m.

Respectfully submitted,  
Joslyn Hoeffert  
Deputy Village Clerk