

MEETING MINUTES
Personnel Committee Meeting
Village of Palmyra
Thursday August 6, 2026
100 W. Taft St.
Village Hall Meeting Room
6:00 p.m.

The meeting was called to order at 6:02 pm by Chairperson Tucker. Roll call: Tucker, Wallace, Pfahler-present. Also present: Sgt. Penny LePak

Business

Discussion/possible action on the following:

1. Administrative Assistant job description for Fire/EMS/Police Dept.
Review of multiple job descriptions. Sgt. Lepak likes Waukesha's job description for more specific law enforcement type duties. Copy provided. Discussion focused on the difference between what the responsibilities of the current P.S. Admin Assistant versus what Sgt. Lepak would take over in this part-time assistant role. Because she would be geared toward the Fire/EMS side, it was recommended that we potentially adjust her title to Office Manager rather than Administrative Assistant, so compensation aligns more with the manager role's responsibilities than those of the current admin assistant.

For the police/fire administrative restructuring, the recommendation was to combine preferred elements from the Waukesha job description and create an addendum outlining partial sergeant-level responsibilities Sgt. Lepak would assume in this role; such as report approvals, payroll, scheduling, and EMR training. The group also reviewed Wisconsin requirements for a State Certified Motor Pump Operator, noting that driving a fire truck is only permitted if the individual is officially recognized as a department member or employee, even if rostered as a non-firefighter support member.

2. Wallace / Pfahler motion to convene into closed session pursuant to State Statute 19.85(1)(c) at 6:29 pm
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, employment negotiations with Penny LePak. Roll call vote: Wallace, Pfahler, Tucker-aye. Motion carried.
3. Pfahler / Wallace motion to convene into open session at 7:41 pm pursuant to §19.85(2), Stats., for possible additional discussion and action concerning any matter discussed. Roll call vote: Wallace, Pfahler, Tucker-aye. Motion carried.

Wallace / Tucker motion to adjourn at 7:42 pm. All ayes-motion carried.

Respectfully submitted,

Heather Hazlett,
Deputy Village Clerk/Treasurer

Minutes approved with/without corrections Aug. 17, 2026