

MINUTES

PERSONNEL COMMITTEE MEETING

Tuesday, September 12, 2023 at 6:00 PM

Jackson Municipal Complex

Village Board Room

N168W19851 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

Pres. Heckendorf calls the meeting to order at 6:00PM.

Members Present: Tr.Emmrich and Tr. Kruepke

Members Absent: None

Staff Present: Administrator Keller, Treasurer Smith, Police Chief Vossekuil, Fire Chief Swaney, Building Inspector Johnson, Parks & Recreation Director Valentino, Public Works Director Kober, and Clerk Gonstead

Other Village Board Members Present: None

2. Approval of Minutes for the Personnel Committee Meeting of July 11, 2023

Motion to approve Minutes for the Personnel Committee meeting of July 11, 2023 was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Shared Building Inspector Service with City of Hartford - Discusson Only

Admin. Keller discussed the background and a potential solution with regard to upcoming staffing needs in relation to building inspection, and the possibility of engaging in shared services with the City of Hartford.

Building Inspector Johnson explained his current staffing situation and nearing changes. He further explained that trying to fill these positions is a common challenge, many areas are opting to utilize shared services. The current part-time help is at approximately 10-15 hours per week.

The Committee gave direction for Village staff to move forward with City of Hartford Administrator to draft a proposed contract. No formal action was taken.

4. Review Data and Discuss 2024 Wages and Benefits- Village Employees and Officials

Admin. Keller spoke on the matter. An overview provided of the completion of year two of two wage adjustments for departments that required phased increases due to budgeting restrictions and additional staffing needs for the Department of Public Works and the Parks and Recreation Department, with one additional full-time employee each. No formal action

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was taken.

Discussion on compensation for all Fire Dept. members - paid on call, part-time, and full-time (reference memo items no. 3 and 4). PAA pay scale study information was provided to the body for reference. Discussion of established pay scales and ranges that are attached to experience. Chief Swaney explained the scale and other models he has seen from various communities. Discussion on the possibility of lateral transfer as well.

The Committee in favor of scale/ranges, step ups, and cost of living increases annually. The Committee provided direction to Village staff to continue work to pursue this concept of pay scale for the Fire Department, while noting the potential issues that this could lead to additional payroll/administrative efforts with the numerous pay scales as well as possibly seeing a double digit increase to the Fire Department payroll budget to accommodate. No formal action was taken.

Discussion on updated wage increases for appointed inspectors, appointed committee members, and elected officials (reference memo item no. 5). A memo was provided to the Committee, prepared by Clerk Gonstead, which proposed an increase to \$12 per hour for election inspectors, with an election day bonus for chief inspectors. Committee in favor of pursuing this recommendation through the budget season. No formal action was taken.

Discussion continued regarding a potential modest pay increase for appointed committee members and elected Board members. Admin. Keller also addressed the current determination of pay for Board members, which requires additional tracking of attendance by Village staff, which could be simplified during this process of reevaluation.

Tr. Emmrich expressed his opinion that money is better spent on the Village employees than elected and appointed officials, noting they do not do this for money. Tr. Kruepke expressed his opinion that an increase would incentivize people to run and participate in the Village government. Noting that travel, time away from family to be in attendance, and matters of the like may keep people from getting involved. Pres. Heckendorf shared similar sentiments to Tr. Kruepke, adding that the complexity of the topics the Village government now handles and the time to adequately prepare has increased. Pres. Heckendorf further pointed out that the proposed increase would get the Village closer in range to the surrounding peer communities.

Pres. Heckendorf explained to the Committee that a pay increase for elected officials would not go into effect until the respective position's new term would begin. He further indicated, should they decide to pursue the pay increase, they could delay the increase to begin in April of 2025 so it takes effect for all trustees at the same time. No formal action was taken.

5. Memorandum of Understanding (MOU) for the Establishment of a K9 Handler, WPPA

Chief Vossekuil spoke about the matter. He explained the fundraising efforts for the K9 are at approximately 95% of their goal. The MOU has been legally reviewed by their labor attorney. Chief Vossekuil explained the agreement is similar to that of surrounding communities. Discussion was had regarding the potential of a comp time payout and the

guidelines within the current Police union contract.

Motion to recommend to the Village Board to approve the Memorandum of Understanding for the establishment of a K9 handler was made by Tr. Emmrich and seconded by Tr. Kruepke. No further discussion.

Vote: 3 ayes, 0 nays, motion carried.

6. **Closed Session** pursuant to Wis. Stats. §19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Village has jurisdiction or exercises responsibility and 19.85(1)(e) "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."

The closed session is for the following purposes:

- a) Discussing the 2023 Village Administrator Performance Review
- b) Memorandum of Understanding for the Establishment of a K9 Handler, WPPA
- c) Review Data and Discuss 2024 Wages and Benefits- Village Employees and Officials

Pres. Heckendorf made a motion to go into closed session, pursuant to Wis. Stats. §19.85(1)(c) and §19.85(1)(e) for the listed purposes "a" and "c" and seconded by Tr. Emmrich.

Roll vote:

Pres. Heckendorf - aye

Tr. Emmrich - aye

Tr. Kruepke - aye

Motion carried, the meeting proceeded into closed session at 6:53PM.

Those present in the closed session were Pres. Heckendorf, Tr. Emmrich, Tr. Kruepke, and Admin. Keller.

7. **Reconvene into Open Session with Possible Action Related to the Subject(s) of the Preceding Closed Session**

Motion to reconvene into open session was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays, motion carried.

The meeting reconvened into open session at 7:15PM. No further action taken.

8. **Citizens/Village Staff to address the Board**

None.

9. **Adjourn**

Motion to adjourn was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays, motion carried.

The meeting was adjourned at 7:16PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk