



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA**

Tuesday, March 12, 2024 at 6:30 PM

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Personnel Committee Meeting of January 18, 2024
3. Review and Discussion of Jackson Police Department Lieutenant Promotional Process
4. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

The closed session is for the purpose of:

1. Discussing the 2024 Jackson Police Department Lieutenant Promotional Process
5. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session
 6. Citizens/Village Staff to Address the Personnel Committee
 7. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

MINUTES
PERSONNEL COMMITTEE MEETING
Thursday, January 18, 2024 at 6:30 PM
Personnel Committee Meeting

1. Call to Order and Roll Call

The meeting was called to order at 6:30 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Kruepke.

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Keller, Building Inspector Collin Johnson, Treasurer Darlene Smith, and Clerk Anastasia Gonstead.

Trustees Present in Audience: None

2. Approval of Minutes for the Personnel Committee Meeting of December 12, 2023

The motion to approve the minutes for the Personnel Committee meeting of December 12, 2023, was made by Tr. Emmrich and seconded by Tr Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Intergovernmental Agreement for Building Inspection Services - City of Hartford

Administrator Keller explained the desire to share Building Inspector Services with the City of Hartford. She provided background for the reasoning this option is being sought, including cost savings and difficulty in hiring a part-time individual. She provided an overview of the draft contract provided in the agenda packet. Tr. Emmrich expressed concerns regarding hours vs. paying into the retirement system, to be cognizant of those additional costs to the village. Pres. Heckendorf inquired about Hartford's current arrangement with their building inspector. Director Johnson explained. Discussion was had on what is constituted in the administration fee the village would receive.

The motion to recommend the Village Board approve the intergovernmental agreement for building inspection services with the City of Hartford was made by Tr. Kruepke and seconded by Pres. Heckendorf.

Discussion: Clarification was provided on the administration fee. Administrator Keller provided an overview as well as the benefits of being the employer in this proposed arrangement.

Vote: 3 ayes, 0 nays. Motion carried.

4. Citizens/Village Staff to Address the Personnel Committee
None.

5. Adjourn

A motion to adjourn the meeting was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:38 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk



MEMO

TO: Brian Heckendorf, Village President; Personnel Committee

FROM: Jen Keller, Village Administrator; Ryan Vossekuil, Police Chief

RE: 2024 Lieutenant Promotional Process

DATE: March 6, 2024

Background

The Jackson Police Department anticipates the retirement of Lieutenant Fristed in 2024 and wishes to post the promotional opportunity internally in March. Then, the PFC will interview applicants and certify an eligibility list of qualified candidates at their annual meeting in May.

Departments with internal talent, tenure, and skillsets as strong as JPD often, if not always, prefer to promote employees within the organization. In addition to efficiency, internal promotions of highly qualified employees encourage ongoing professional development throughout the agency and provide employees with pathways for growth at the JPD. These considerations are particularly important for the position of Lieutenant given the Lieutenant in JPD is the second in command, and directly supports the Chief of Police.

The Lieutenant is also the position immediately above the rank of the Sergeants. The Sergeants are represented in the Collective Bargaining Unit (CBU), therefore consideration of differences in compensation and benefits between Sergeants and the Lieutenant position must be discussed with the respective policy making bodies prior to job announcement. This discussion is critical to avoid wage and benefit compression issues developing between the upper ranks for the CBU and the Lieutenant position.

To address this, Staff are requesting the Personnel Committee and Village Board consider the unique needs of a potential promotion of qualified, internal applicants for Lieutenant, and offer the following to any current CBU employee who accepts the promotion to Lieutenant:

- The Lieutenant position will have the same sick leave benefit cap presently accessible to CBU employees – an accrual of up to 8 hours of sick leave per month, up to a maximum of 1,020 hours of sick leave.
- The Lieutenant position will have the same sick leave retirement/death benefit presently accessible to CBU – employees who retire or die shall receive one hundred percent (100%) of their accumulated sick leave credits, up to a maximum of 1,020 hours, converted to its monetary value at the employee's last rate of pay to be held by the Village and utilized for the sole purpose of paying health insurance premiums for themselves and/or their dependents until the “bank” of sick leave is exhausted.

Standard employee handbook language, which would currently apply to the Lieutenant job opening, limits non-represented employees to bank up to 960 hours and receive up to 50% of



those hours back in the form of monthly health premium reimbursement upon retirement. As noted above, this represents more than a 50% reduction in the sick leave retirement/death benefit, and a 60 hour per year reduction in sick leave, currently available to CBU employees.

Potential Motion:

Recommendation for Village Board approval of the 2024 Lieutenant Job Posting and future offer of employment to the successor lieutenant to include deviating from the Employee Handbook leave policy language and allowing up to 100% sick leave contribution from the Village upon retirement, not to exceed 1020 hours conditioned upon the following:

- 1- The offer will be reduced to 960 hours should the selected candidate not have accrued more than that amount upon the date the offer is made.
- 2- The offer may be amended should the most current CBA of WPPA JPD reduce the retirement/sick leave benefit language prior to the successor lieutenant's retirement date, if applicable.

Attachments:

Draft 2024 Lieutenant Job Posting

/JK & RV



JACKSON POLICE DEPARTMENT

N168W19851 MAIN STREET, JACKSON, WI 53037

Integrity - Respect - Courage

RYAN D. VOSSEKUIL
CHIEF OF POLICE

PHONE: (262) 677-4949
FAX: (262) 677-8570

Internal Job Posting

Department: Police

Position: Lieutenant of Police

Start Date: August 1, 2024

Position Classification:

The Lieutenant will function as second in command of the Jackson Police Department. The primary role of the Lieutenant is to perform supervisory / management duties delegated by the Chief of Police. This is a salaried command position, non-union, whose work hours are decided upon by assigned duties and the needs of the Chief. Shifts can be adjusted based upon department needs. Paid time off will be at the discretion of the Chief of Police. The Lieutenant will also be expected to work other hours as necessary, to carry a cell phone and be available 24 hours per day.

Position Description:

- Review attached job description.

Benefits:

Pay Rate: \$100,350.00 (2024)

Paid Leave: The Village provides generous leave time benefits which are outlined in the Village Employee Manual.

Sick Leave:

The Lieutenant position will have the same sick leave benefit cap presently accessible to CBU employees up to a maximum of 1,020 hours of sick leave. Once promoted, the Lieutenant will accrue 8 hours of sick leave per month (cap of 1,020 hours).

The Lieutenant position will have the same sick leave retirement/death benefit presently accessible to CBU – employees who retire or die shall receive one hundred percent (100%) of their accumulated sick leave credits, up to a maximum of 1,020 hours, converted to its monetary value at the employee's last rate of pay to be held by the Village and utilized for the sole purpose of paying health insurance premiums for themselves and/or their dependents until the "bank" of sick leave is exhausted.

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PHONE: (262) 677-4949
FAX: (262) 677-8570

Eligibility:

Minimum of ten years of full-time law enforcement experience

Minimum of five years of sworn experience with the Jackson Police Department

Ability to fulfill the requirements of the job description

Associate degree or higher preferred.

Application Procedure:

Submit Letter of Interest to Chief of Police.

Answer the following questions completely and submit as an attachment with your letter of interest.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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Application Deadline: Letters of Interest and Question Answers must be submitted to the Chief by 2:00pm on April 3, 2024.

DRAFT