

MINUTES
PERSONNEL COMMITTEE MEETING
Tuesday, April 9, 2024 at 5:30 PM
Personnel Committee Meeting

1. Call to Order and Roll Call

The meeting was called to order at 5:30 PM by Tr. Kruepke. Tr. Kruepke was the acting chairperson in the absence of Pres. Heckendorf.

Members Present: Tr. Emmrich and Tr. Kruepke.

Members Excused: Pres. Heckendorf.

Members Absent: None

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Police Chief Ryan Vossekuil and Clerk Anastasia Gonstead.

Trustees Present in Audience: None

2. Approval of Minutes for the Personnel Committee Meeting of March 12, 2024

The motion to approve the minutes for the Personnel Committee meeting of March 12, 2024, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 2 ayes, 0 nays. Motion carried.

3. Review and Discussion of Chapters I, II, and III of the Village of Jackson Employee Handbook Regarding General Personnel Policies, Employment Policies, and Classification and Compensation Policies

Administrator Keller provided an overview of the changes made to the aforementioned chapters of the handbook.

The motion to recommend to the Village Board to approve Chapters I, II, and III of the Village of Jackson Employee Handbook was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 2 ayes, 0 nays. Motion carried.

4. Review and Discussion of Professional Services Agreement with Washington County for Shared Planner Services

Administrator Keller provided an overview of the items contained in the packet pertaining to this agenda item, including comparison of services and referencing with other available services.

The motion to recommend to the Village Board to approve the professional services agreement with Washington County for shared Planner services was made by Tr. Kruepke and seconded by Tr. Emmrich.

Discussion: Tr. Emmrich inquired if this individual would be present for Plan Commission meetings. Administrator Keller explained it would not be a regular occurrence, but may be for more involved matters. Tr. Emmrich also inquired if this individual would have any decision-making authority. Administrator Keller provided explainatin of the support they would provide to staff and Plan Commission.

Vote: 2 ayes, 0 nays. Motion carried.

5. Citizens/Village Staff to Address the Personnel Committee

None.

6. Adjourn

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

Vote: 2 ayes, 0 nays. Motion carried. The meeting was adjourned at 5:36 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk