



**VILLAGE OF JACKSON  
PERSONNEL COMMITTEE MEETING AGENDA**

**Monday, February 3, 2025 at 8:00 AM**

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 December 10, 2024
3. 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. Interviewing candidates for the positions of Director of Parks and Recreation and Director of Public Works
4. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session
5. Citizens/Village Staff to Address the Personnel Committee
6. 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**  
**Tuesday, December 10, 2024 at 6:00 PM**

1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Pres. Heckendorf.

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

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Treasurer Darlene Smith, Police Chief Ryan Vossekuil and Clerk Jackie Schuh

Trustees Present in Audience:

2. Approval of Minutes for the Personnel Committee Meeting of September 19, 2024

The motion to approve Minutes of the Personnel Committee meeting of September 19, 2024, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Request for Creation of Police Aide Position - Jackson Police Department

The motion to recommend the Village Board approve the job description and the creation of the Police Aide Position for the Jackson Police Department as presented in the memo from Chief Vossekuil dated November 5, 2024 was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

4. Closed Session Pursuant to Wis. Stats. § 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 purpose of:

1. Discussing collective bargaining strategy and review of proposed terms of a successor agreement with the Jackson Professional Police Association

The motion to proceed into closed session pursuant to Wis Stats. §19.85(1)(e) was made by Pres. Heckendorf and seconded by Tr. Emmrich. A roll call vote was taken:

Pres. Heckendorf: aye

Tr. Emmrich: aye

Tr. Kruepke: aye

Vote: 3 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 6:04 PM. Those present in the closed session were the Personnel Committee members, Administrator Heidtke, Police Chief Vossekuil, Treasurer Smith, and Clerk Schuh.

5. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session

The motion to reconvene into open session was made by Pres. Heckendorf and seconded by Tr. Emmrich at 6:42 PM.

Vote: 3 ayes, 0 nays. Motion carried.

Tr. Emmrich motioned, seconded by Tr. Kruepke, to recommend Village Board:

1. Ratify the tentative agreement between the Village of Jackson and the Jackson Professional Police Association reflected by the proposal from the Association dated November 25, 2024
2. Direct Administration to work with the Association to prepare a successor collective bargaining agreement following ratification of the tentative agreement by the Association, if such action occurs by the Association
3. Authorize the Village treasurer to apply the approved wage rates in the tentative agreement, if ratified by the Association and following the signing of the collective bargaining agreement, with such rates retroactive to the first full pay period after January 1, 2025

Vote: 3 ayes, 0 nays. Motion carried.

6. Citizens/Village Staff to Address the Personnel Committee

None.

7. Adjourn

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

Vote: 3 ayes, 0 nays. Motion carried. The meeting adjourned at 6:44 PM.

Respectfully Submitted,  
Jackie Schuh - Village Clerk