

**MINUTES**  
**PERSONNEL COMMITTEE MEETING**  
**Friday, February 28, 2025 at 2:00 PM**

1. Call to Order and Roll Call

The meeting was called to order at 2:00 PM by Pres. Heckendorf.

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

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke and Clerk Jackie Schuh

2. Approval of Minutes of the Personnel Committee Meeting of February 3, 2025

The motion to approve Minutes for the Personnel Committee Meeting of February 3, 2025, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

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 position of Director of Public Works

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c) 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 2:02 PM. Those present in the closed session were Personnel Committee members and Administrator Heidtke. Interview candidates attended the closed session at their scheduled interview times.

4. 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.

Vote: 3 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 4:18 PM.

The motion to direct Village Staff to extend an offer of employment to the chosen candidate, consistent with terms and conditions as discussed in closed session for the Public Works Director, was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

5. Citizens/Village Staff to Address the Personnel Committee

None.

6. Adjourn

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

Vote: 3 ayes, 0 nays. Motion carried. The meeting adjourned at 4:19 PM.

Respectfully Submitted,

Jacqueline Schuh  
Village Clerk  
Village of Jackson