



**VILLAGE OF JACKSON  
PERSONNEL COMMITTEE MEETING AGENDA**

**Thursday, May 15, 2025 at 6:00 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 Meetings of March 11, 2025, and March 21, 2025
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. 2025 Village of Jackson Employee Compensation Plan
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, March 11, 2025 at 6:15 PM**

1. Call to Order and Roll Call

The meeting was called to order at 6:15 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 for the Personnel Committee Meeting of February 28, 2025

The motion to approve Minutes of the Personnel Committee Meeting of February 28, 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. To Receive Information about Candidates for the Director of Public Works Position and to Discuss Specific Candidates
2. 2025 Village of Jackson Employee Compensation Plan

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c) was made by Pres. Heckendorf and seconded by Tr. Kruepke. 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 6:16 PM. Those present in closed session were Personnel Committee members and Administrator Heidtke.

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

The motion to reconvene in 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 7:00 PM.

No action was taken on the closed session items.

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 7:01 PM.

Respectfully Submitted,

Jacqueline Schuh  
Village Clerk  
Village of Jackson

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**MINUTES**  
**PERSONNEL COMMITTEE MEETING**  
**Friday, March 21, 2025 at 9:00 AM**

1. Call to Order and Roll Call

The meeting was called to order at 9:03AM by Pres. Heckendorf.

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

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke and Clerk Schuh

2. 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. To Receive Information about Candidates for the Director of Public Works Position and to Discuss Specific Candidates

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c) was made by Tr. Emmrich and seconded by Tr. Kruepke. 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 9:04AM. Those present in the closed session were the Personnel Committee members and Administrator Heidtke. Candidates for the Director of Public Works role joined the closed session at their respective interview times.

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

The motion to reconvene in open session was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried. The meeting reconvened in open session at 10:30AM.

4. Citizens/Village Staff to Address the Personnel Committee

None.

5. 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 10:30AM.

Respectfully Submitted,

Jacqueline Schuh  
Village Clerk  
Village of Jackson

DRAFT