



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA
Monday, October 20, 2025 at 5:30 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 August 12, 2025
3. Review of Job Description — Full-Time Deputy Treasurer
4. Review of Job Description — Part-Time Property Room Manager
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.

VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING
Tuesday, August 12, 2025 at 5:15 PM
Minutes

1. Call to Order and Roll Call

The meeting was called to order at 5:15 PM by Pres. Heckendorf.

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

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Fire Chief Aaron Swaney, and Clerk Jackie Schuh

2. Approval of Minutes of the Personnel Committee Meeting of June 10, 2025

The motion to approve Minutes for the Personnel Committee Meeting of June 10, 2025, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Proposed Job Descriptions - Fire Department

The motion to recommend the Village Board approve the Proposed Job Descriptions for a Full-Time Motor Pump Operator/Paramedic, a Full-Time Captain/Paramedic, and a Full-Time Battalion Chief, with the understanding that the Battalion Chief would have a Paramedic level added to the description for minimum requirements, and to remove Part-Time status as eligibility for any of the three positions, was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

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 Village has jurisdiction or exercises responsibility.", §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", and §19.85(1)(g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved".

The closed session is for the following purposes:

1. To Receive Information Regarding Specific Employees
2. 2025 Village of Jackson Employee Compensation Plan
3. 2025 Village Administrator Performance Review

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c), §19.85(1)(e), and §19.85(1)(g) 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 5:27 PM. Those present in the closed session were Personnel Committee members and Administrator Heidtke.

5. 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 6:16 PM.

No action was taken on the closed session items.

6. Citizens/Village Staff to Address the Personnel Committee

None.

7. 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 6:18 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson



MEMO

TO: Brian Heckendorf, Village President; Personnel Committee

FROM: Darlene Smith, Village Treasurer/HR Assistant

RE: Proposal to Convert Part-time Deputy Treasurer to Full-time Status with Immediate Hire

DATE: October 20, 2025

Background

This memo is to propose converting the part-time Deputy Treasurer role within the Finance Department to a full-time position. This change will support the department's operational needs and improve overall efficiency and permanence.

The current workload for this role has grown beyond what can reasonably be handled within a part-time schedule. Converting the position to full-time will ensure key tasks are completed promptly and to standard.

A full-time role will improve consistency, allow for better project follow-through, and reduce gaps in coverage that impact productivity.

Transitioning the position to full-time is more cost-effective than adding another part-time role or overextending current staff. It also reduces turnover and retraining costs.

As the department continues to grow and evolve, staffing this position full-time aligns with long-term strategic goals and capacity planning.

Recommended Motion:

Motion to recommend the Village Board approve the conversion of the part-time Deputy Treasurer position to a full-time position, effective immediately; direct staff to update the job description and classification as necessary; and authorize posting of the full-time position to fill the vacancy as soon as possible, contingent upon final approval of the 2026 budget as presented.

Attachments:

1. Deputy Treasurer, Full-time - Draft Job Description

**VILLAGE OF JACKSON
JOB DESCRIPTION**

POSITION: Deputy Treasurer
DEPARTMENT: Administration
IMMEDIATE SUPERVISOR: Village Treasurer/HR Assistant
CLASSIFICATION: Full-Time, Hourly Non-Exempt, Department Assistant

GENERAL POSITION DESCRIPTION:

The Deputy Treasurer is primarily a clerical position responsible for providing statutory support and assisting the Treasurer in administering and maintaining the Village's finances. Duties include but are not limited to assisting the Village Treasurer with accounting functions, payroll functions, human resources tasks, and customer services support via phone and in-person inquiries. Work is normally carried out with independence, subject only to general instruction and standard operating procedures and general accounting principles. Computer skills are essential and should include knowledge of Microsoft Office (particularly Excel and Word).

LICENSE/CERTIFICATION REQUIREMENTS:

Certified Municipal Treasurer of Wisconsin (CMTW) designation is desired; however, if not certified the ability to obtain certification will be supported by the Village along with further continuing education and training.

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge of modern governmental accounting theory, principles, and practices. Working knowledge of bank reconciliation, journal entry prep and posting, property tax collection and balancing, bank deposits, payroll, accounts payable, accounts receivable, and data processing functions. Ability to use computer-based applications for word processing and financial and database management. Ability to use Workhorse for accounting functions and ClearGov budget preparation and management software.

EDUCATION AND PRIOR EXPERIENCE:

High school diploma or GED. Additional courses in bookkeeping and accounting are preferred as is banking experience and/or municipal experience or any equivalent combination of experience and training.

SPECIFIC POSITION RESPONSIBILITIES:

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

Assisting the Treasurer with general accounting functions of the Village of Jackson:

- Assist in cash receipting functions. Collect and receive monies from the public, financial institutions, and various Village Departments.
- Prepare daily bank deposits
- Process credit card payments.
- Process accounts payable.
- Process accounts receivable.
- Assist with the preparation of monthly financial reports (bank reconciliation, manual checks & receipts, journal entries, etc.)

- Assist with reconciliation, maintenance, and correspondence associated with special assessment rolls.
- Assist with the preparation and reconciliation of the annual tax roll.
- Assist with annual property tax collection and batch reconciliation.
- Prepare and compile necessary information for the annual Village audit.

Assisting the Treasurer with payroll functions of the Village of Jackson:

- Serve as primary back-up to the Treasurer in performing Village payroll duties including bi-weekly, monthly, and semi-annual payroll.
- Assist with payment of Federal and State payroll taxes.
- Assist with payment of payroll deductions to various entities.
- Assist with the monthly preparation and payment for Health Insurance, ICI (income continuation insurance), and WRS (Wisconsin retirement system).
- Assist with the quarterly preparation and payment of required financial reports such as IRS form 941, State unemployment, and Sales & Use tax.

Assisting the Treasurer with Human Resources tasks for all Departments of the Village of Jackson:

- Assist with the management of the Employee Appreciation Program.
- Ensure employee enrollment is completed for benefits/deductions and payroll purposes prior to start of work.
- Assist with FMLA files and cases.
- Assist with Liability Insurance claims.
- Assist with Workers' Compensation claims.
- Assist with the maintenance of all personnel files, excluding represented personnel files.
- Primary back-up for preparation and distribution of 1099's and W-2 annual forms.
- Serve as back-up for implementation of employee benefits (retirement, health & life insurance, income continuation insurance, dental, vision, deferred comp, etc.)

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.



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

MEMO

To: Administrator Heidtke
From: Chief Vossekuil *rv*
Subject: Approval of Job Description for Part-time Property Room Manager
Date: October 14, 2025

Background and Analysis:

A draft job description has been prepared for the proposed **Property Room Manager** position. Establishing this role would enable the department to assign key property and evidence management duties to a non-sworn staff member. This shift would free sworn personnel to spend more time on patrol and responding to calls for service, improving operational efficiency and community coverage.

In addition to overseeing the property and evidence room on a weekly basis, the Property Room Manager would coordinate and manage the Village's bi-annual Drug Take Back events. This change is expected to reduce overtime expenses currently incurred when sworn staff manage these events. The position is classified as **non-sworn, non-represented, and at-will**.

Recommendation:

The Personnel Committee recommends that the Village Board approve the Property Room Manager job description as presented.

**VILLAGE OF JACKSON
JOB DESCRIPTION**

POSITION: Property Room Manager
DEPARTMENT: Police Department
IMMEDIATE SUPERVISOR: Police Lieutenant
CLASSIFICATION: Part-time- Hourly, Non-Exempt

GENERAL POSITION DESCRIPTION:

Reporting to the Police Lieutenant. The Property Room Manager will be responsible for oversight of the property room including logging new property and retrieving inventory as required.

LICENSE/CERTIFICATION REQUIREMENTS:

Ability to complete and maintain Wisconsin Crime Information Bureau certification for access to state and federal data systems.

SKILLS, KNOWLEDGE, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Written and oral communication skills.

Computer skills and knowledge of general office technology.

Experience with Microsoft Office products required.

Dependability.

Ability to get along with the public.

Ability to use good judgment, patience, and courtesy.

Must have strong attention to detail.

EDUCATION AND PRIOR EXPERIENCE:

High School Diploma or equivalent required. Office experience preferred.

Language Skills

Ability to relate to and communicate effectively with others both verbally and in writing.

Considerable knowledge of business English, grammatical construction, spelling, punctuation, and possession of an excellent vocabulary.

Reasoning Ability

Ability of exercise good judgement and decisiveness.

Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines.

Other Qualifications

Working knowledge of Microsoft Office software and their applications.

Ability to effectively interact with the public.

Ability to use a variety of office equipment.

Good customer service skills and dependability are essential.

SPECIFIC POSITION RESPONSIBILITIES:

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned, as management deems necessary.

Conduct inventory of property room and evidence lockers.

Enter evidence into the RMS system.

Retrieve property from property room.

Periodically audit property as needed.

Monitor and order supplies needed to package evidence or test for the presence of narcotics.

Attend training related to property oversight and procedures.

Assist officers with questions regarding property requests.

Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.

Requires the ability to operate, maneuver and/or provide simple, but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and/or materials used in performing essential functions.

Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and operating various pieces of office equipment.

Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.

The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, crawling, kneeling, stooping and/or moving up to 25 pounds.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet. Work is typically performed independently in the property room.

This position is performed sitting at a desk 2-3 hours per day at a computer; the remainder of the day will be spent moving around conducting inventory.

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive keyboard use, irate individuals, and intimidation may cause discomfort and pose little risk of injury. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on _____

Supervisor's Signature

Date

Employee's Signature

Date