

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