

VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING
Monday, October 20, 2025 at 5:30 PM
Minutes

1. Call to Order and Roll Call

The meeting was called to order at 5:30PM by Pres. Heckendorf.

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

Members Excused: None

Members Absent: None

Staff Present: Police Chief and Interim Administrator Ryan Vossekuill, Treasurer Darlene Smith, and Clerk Jackie Schuh

2. Approval of Minutes for the Personnel Committee Meeting of August 12, 2025

The motion to approve Minutes for the Personnel Committee Meeting of August 12, 2025, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Review of Job Description — Full-Time Deputy Treasurer

The motion to recommend the Village Board approve the conversion of the part-time Deputy Treasurer position to a full-time position, effective immediately, to direct staff to update the job description and classification as necessary, and to authorize posting of the full-time position to fill the vacancy as soon as possible, contingent upon approval of the 2026 Budget was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried.

4. Review of Job Description — Part-Time Property Room Manager

The motion to recommend the Village Board approve the Property Room Manager job description, as presented, was made the 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 5:36 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson