

VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING
Tuesday, February 10, 2026 at 6:00 PM
Minutes

1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Pres. Heckendorf.

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

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Parks and Recreation Director Tyler Mentzel, Treasurer Darlene Smith, Fire Chief Aaron Swaney and Deputy Clerk Pamela Wolf

2. Approval of Minutes for the Personnel Committee Meeting of December 9, 2025

The motion to approve Minutes for the Personnel Committee Meeting of December 9, 2025, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Discussion and Possible Action – Operations Manager Reclassification and Operations Manager Internship Proposal

Director Mentzel provided background. The commission discussed different scenarios and costs, confirming the estimated net impact was truly correct.

The motion to recommend the Village Board approve the Operations Manager Role reclassification as either a permanent part-time position or an intern position, and approve the associated job descriptions, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried.

The motion to recommend the Village Board authorize staff to recruit for a permanent, part-time Operation Manager position for a net impact not to exceed \$24,000.00 in 2026 was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Trustee Emmrich expressed opposition to using the estimated \$24,000 from the fund balance and asked that other funding sources be considered.

Vote: 3 ayes, 0 nays. Motion carried.

4. Review Revisions to Section 1 of the Employee Handbook - General Personnel Policies

Administrator Heidtke provided background to the changes requested and noted that this was inadvertently not included in the upcoming Village Board Meeting agenda, so will need to be deferred to the March 10, 2026, meeting for approval from the Village Board and will not

take effect until then.

The motion to recommend the Village Board authorize the Village Attorney and Village Administrator to review, revise, and distribute to employees the updated Section 1 of the Employee Handbook, effective March 10, 2026, was made by Pres. Heckendorf and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

5. Closed Session Pursuant to Wis. Stats. §19.85(1)(f) "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations."

The closed session is for the purpose of:

1. To Discuss a Personnel Matter

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(f) "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations" 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 6:27 PM. Those present in the closed session were the Committee members, Administrator Heidtke and Fire Chief Swaney.

6. 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 item.

7. Citizens/Village Staff to Address the Personnel Committee

None.

8. 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,

Pamela Wolf
Deputy Clerk
Village of Jackson