

VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING
Tuesday, May 12, 2026 at 5:30 PM
Minutes

1. Call to Order and Roll Call

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

Members Present: Pres. Heckendorf and Tr. Kurtz

Members Excused: Tr. Emmrich

Members Absent: None

Staff Present: Administrator Jen Heidtke and Interim Clerk Pamela Wolf

2. Citizens/Village Staff to Address the Personnel Committee (Please sign-in with the Clerk prior to speaking. Please note this is a business meeting, not a public hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)

None.

3. Approval of Minutes for the Personnel Committee Meeting of February 10, 2026

The motion to approve Minutes for the Personnel Committee Meeting of February 10, 2026, was made by Tr. Kurtz and seconded by Pres. Heckendorf.

Vote: 2 ayes, 0 nays. Motion carried.

4. Proposal for Village Clerk Executive Recruitment Services - Innovative Public Advisors

Administrator Heidtke introduced Jess Wildes of Innovative Public Advisors. Ms. Wildes provided the body information regarding the proposal.

The motion to recommend the Village Board approve the proposal from IPA in the amount of \$10,750 for the recruitment search for the Village Clerk, with an additional amount to be discussed at Village Board for interim services if needed was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 2 ayes, 0 nays. Motion carried.

5. 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." and Wis. Stats. § 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 likely to become involved."

The closed session is for the purpose of:

1. To Discuss Pending Employment Matters with Specific Employees
2. To Discuss Candidates for Village Clerk

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c) and was made by Pres. Heckendorf and seconded by Tr. Kurtz. A roll call vote was taken:

Pres. Heckendorf: Aye

Tr. Kurtz: Aye

Vote: 2 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 5:41 PM. Those present in the closed session were the Personnel Committee members, Administrator Heidtke and the Village Attorney.

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. Kurtz.

Vote: 2 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 6:29 PM.

No action was taken on the closed session items.

Vote: 2 ayes, 0 nays. Motion carried.

7. Adjourn

The motion to adjourn the meeting was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 2 ayes, 0 nays. Motion carried. The meeting adjourned at 6:30 PM.

Respectfully Submitted,

Pamela Wolf
Interim Clerk
Village of Jackson