



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA**

Tuesday, July 14, 2026 at 6:30 PM

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
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.)
3. Approval of Minutes for the Personnel Committee Meeting of June 9, 2026
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 governmental body has jurisdiction or exercises responsibility.”

The closed session is for the purpose of:

1. 2026 Village of Jackson Employee Compensation Plan
 2. 2026 Village Administrator Performance Review
5. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session
 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, June 9, 2026 at 6:15 PM

Minutes

1. Call to Order and Roll Call

The meeting was called to order at 6:15 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich and Tr. Kurtz

Members Excused: None

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 May 12, 2026

The motion to approve Minutes for the Personnel Committee Meeting of May 12, 2026, was made by Tr. Emmrich and seconded by Tr. Kurtz.

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 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 Wis. Stats. §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. Kurtz: Aye

Vote: 3 ayes, 0 nays. Motion carried. The meeting proceeded into closed session at 6:17PM. Those present in the closed session were the 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 6:55 PM.

No action was taken on the closed session items.

6. Adjourn

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

Vote: 3 ayes, 0 nays. Motion carried. The meeting adjourned at 6:55 PM.

Respectfully Submitted,

Pamela Wolf
Interim Clerk
Village of Jackson