



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA
August 8, 2023 at 6:15 P.M.
VILLAGE BOARD ROOM
N168W19851 MAIN STREET, JACKSON, WI 53037**

1. Call to Order and Roll Call
2. Approval of Minutes for the Personnel Committee Meeting of July 11, 2022
3. **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 discussing the 2023 Village Administrator Performance Review.
4. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session
5. Citizens to address the Personnel Committee
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.

DRAFT MINUTES

Personnel Committee Meeting

Tuesday, July 11, 2023, at 6:30 p.m.

Jackson Municipal Complex

N168W19851 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

President Heckendorf called the meeting to order at 6:30 p.m.

Members Present: Trustees Emmrich and Kruepke

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, and Police Chief Vossekul

2. Approval of Minutes for the Personnel Committee Meeting of December 13, 2022

Motion by Tr. Emmrich, second by Tr. Kruepke to approve the Personnel Committee minutes of December 13, 2022.

Vote: 3 ayes, 0 nays. Motion carried.

3. Ordinance #23-07 – Amending Several Sections of the Village Code Pertaining to the Positions of Village Clerk and Village Treasurer

Motion by Pres. Heckendorf, second by Tr. Kruepke to recommend Ordinance #23-07

Amending Several Sections of the Village Code Pertaining to the Positions of Village Clerk and Village Treasurer to the Village Board for approval.

Vote: 3 ayes, 0 nays. Motion carried.

4. Updated Job Descriptions – Village Clerk and Village Treasurer

Motion by Pres. Heckendorf, second by Tr. Kruepke to recommend the Village Board approve the updated Job Descriptions.

Vote: 3 ayes, 0 nays. Motion carried.

5. Extension to the Jackson Police Department Fitness Incentive Program – WPPA

Motion by Tr. Emmrich, second by Tr. Kruepke to recommend Budget and Finance approve the extension of the Jackson Police Department Fitness Incentive Program with WPPA for one more year.

Vote: 3 ayes, 0 nays. Motion carried.

6. 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 reviewing proposals for engaging in collective bargaining with the police association, where members of this Committee may be involved in collective bargaining negotiations.

No closed session was held.

7. Reconvene into Open Session with Possible Action Related to the Subject of the Preceding Closed Session

No closed session was held.

8. Citizens to address the Personnel Committee.

None.

9. Adjourn

Motion by Pres. Heckendorf, second by Tr. Kruepke to adjourn at 6:34 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Darlene Smith
Village Treasurer

DRAFT