

AGENDA
PERSONNEL COMMITTEE MEETING
Tuesday, July 12, 2022 at 6:00 p.m.
Jackson Municipal Complex
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 May 10, 2022
3. Jackson Fire and EMS Study Update – Public Administration Associates
4. Review of Proposed Jackson Police Department Fitness Incentive Program
5. Review of 2023 Village Employee Wages
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” and 19.85(1)(e) “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” The closed session is for the following purposes:
 - Review the proposal for engaging in collective bargaining with the police association, where members of this Committee may be involved in collective bargaining negotiations.
 - Review data and discuss 2023 wages for Village Employees
7. Reconvene into Open Session
8. Possible action related to the closed session, including recommending approval of the proposed Physical Fitness Incentive Program, and recommending approval of 2023 wages for Village Employees.
9. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall 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, May 10, 2022 at 6:30 p.m.
Jackson Village Hall
N168W20733 Main Street
Jackson, WI 53037**

1. Call to Order and Roll Call

Pres. Schwab called the meeting to order at 6:30 p.m.

Members Present: Trustees Emmrich and Kruepke

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

2. Approval of Minutes for the Personnel Committee Meeting of October 12, 2021

Motion by Trustee Emmrich, second by President Schwab to approve the Personnel Committee minutes of October 12, 2021, as presented.

Vote: 3 ayes, 0 nays. Motion carried.

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" and 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." The closed session is for the following purposes:

- **Review the proposal for engaging in collective bargaining with the police association, where members of this Committee may be involved in collective bargaining negotiations.**

Motion by President Schwab, second by Trustee Emmrich to convene into closed session at 6:32 p.m. to include the Personnel Committee, Village Administrator, Village Police Chief Vossekuil and Village Treasurer Smith.

Roll Call Vote: 3 ayes, 0 nays. Motion carried.

4. Reconvene into Open Session

Motion by President Schwab, second by Trustee Emmrich to reconvene into Open Session at 6:46 p.m.

Vote: 3 ayes, 0 nays. Motion carried.

5. Possible action related to the closed session, including approval of the proposed Physical Fitness Incentive Program.

Motion by President Schwab, second by Trustee Emmrich to instruct Staff to continue negotiations with Jackson WPPA Union regarding the proposed Physical Fitness Incentive Program.

Vote: 3 ayes, 0 nays. Motion carried.

6. Adjourn

Motion by President Schwab, second by Trustee Emmrich to adjourn at 6:47 p.m.

Vote:3 ayes, 0 nays. Motion carried.

Respectfully submitted:

Jen Keller
Village Administrator

DRAFT

From: [Kevin Brunner](#)
To: [Jen Keller](#)
Cc: [Mike Romas](#); [Tim Franz](#)
Subject: Due Dates for PAA Jackson Fire Study Deliverables
Date: Thursday, July 7, 2022 9:35:18 AM
Attachments: [image.png](#)

Jen,

You wanted some revised firm dates for the PAA deliverables pertaining to the Jackson Fire Study.

PAA commits to the following schedule:

PAA to provide preliminary Salary and Fringe Benefit Information to Village as soon as possible

July 15th-Elected Official Survey Report to Village Administrator

July 28th-Preliminary Fire Study Report Delivered for Jackson Staff Review (Village Administrator and Fire Chief)

July 29-August 5th-Jackson Staff Review with Comments to PAA Consultants

August 15-Final Fire Study Report Delivered to Village with Community Survey Results/Analysis

Public Presentation(s)-TBD in Consultation with Village

I hope that this helps. Let me know if you have any questions.

Kevin Brunner, ICMA-CM
President



Public Administration Associates LLC
262-903-9509
public-administration.com

SIDE LETTER OF AGREEMENT
BETWEEN
VILLAGE OF JACKSON
AND THE
JACKSON PROFESSIONAL POLICE ASSOCIATION, WPPA LEER

THIS SIDE LETTER OF AGREEMENT (hereinafter “the Agreement”) is entered into by and between the Village of Jackson (hereinafter “the Village”) and the **JACKSON PROFESSIONAL POLICE ASSOCIATION, WPPA LEER** (hereinafter “the Association”).

WHEREAS, the Village and the Association realize that it is in both parties’ interests to establish a voluntary physical fitness program for purposes of addressing the importance that physical fitness plays in the general health and wellbeing of police officers and the relationship between good health, wellbeing, and effective police services.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree to the following, effective on ratification of this side letter:

- A. Participation: The physical fitness program shall be voluntary. Participation eligibility shall include Jackson Police Department personnel within the bargaining unit, as well as the Lieutenant and Police Chief.
- B. Frequency: The test will be given twice per year, once in the spring and once in the fall. Personnel will be notified at least one (1) month in advance of the actual test dates if practicable.
- C. Term: This program will be in effective upon ratification of this side letter by both parties. The program will sunset on December 31, 2023. Program termination may commence prior to the sunset date upon written notification from the Village Administrator in the event the Village determines the program is no longer beneficial to the general health and safety of the Jackson Police Department.
- D. Medical Certification: All employees are responsible for determining their fitness to participate in the testing process.
- E. Fitness Coordinator: The physical fitness coordinator(s) designated by the Chief of Police will be the coordinator(s) for the physical fitness testing. The coordinator(s) will conduct the actual testing and certify the test results.
- F. Assessment Testing: The physical fitness program shall contain five (5) tests.
 - a. Cardiovascular Endurance - 1.5 mile run
 - i. Test will be conducted on a circular track or other suitable area
 - ii. Each participant will be timed for a distance of 1.5 miles
 - iii. A time of 16:57 or less is a passing score

b. Upper Body Strength – Push-Ups

- i. One minute time limit
- ii. 23 push-ups within the time limit is a passing score

c. Abdominal Strength – Sit-Ups

- i. One minute time limit
- ii. 30 sit-ups within the time limit is a passing score

d. Anaerobic Power – Vertical Jump

- i. While standing, both arms outstretched overhead next to wall will determine starting point.
- ii. Vertically jump with arm reaching as high on the wall as possible
- iii. Best of three attempts will be scored
- iv. A jump height of 14 inches or more is a passing score

e. Anaerobic Power – 300 Meter Run

- i. Test will be conducted on a circular track or other suitable area
- ii. Each participant will be timed for a distance of 300 meters
- iii. A time of 68 seconds or less is a passing score

G. Benefits and Incentive: Officers who choose to participate must take the assessment at least once per year. Officers who do not pass all tests in the spring and choose to try again in the fall must retake all tests. If an officer fails to pass all tests in both attempts, the better score will stand.

If all tests are passed, a fitness incentive of \$600 will be paid to the officer. If all but one (1) test is passed, a fitness incentive of \$300 will be paid to the officer. If all but two (2) tests are passed, a fitness incentive of \$250 will be paid to the officer. The better of the two (2) aggregate tests, during the spring or the fall, is the test that stands, not the individual tests within the fall or spring test. Officers are not eligible to earn two (2) incentives (i.e. pass all tests in the spring and fall and get \$1,200).

Employees who voluntarily participate in the program and achieve a level of passing or acceptable as listed above shall receive their designated fitness incentive on the first paycheck in December of each year. An employee who resigns, retires, or is terminated within eight (8) weeks of testing will forfeit the incentive reimbursement.

H. Physical Fitness Test Result Records: The recorded test results of the employees who voluntarily participate in the physical fitness program shall be kept in a location consistent with current personnel records retained by management. The employer agrees that the test results and the participation of an employee in the voluntary physical fitness program shall not be used as a criteria for any future promotions or assignments.

- I. This Agreement contains the complete agreement and understanding between the parties hereto in reference to all of the matters herein agreed upon and no representations, promises, agreements or understandings, written or oral, not herein contained shall be of force or effect.
- J. This Side Letter shall not become the status quo and is to not be incorporated into the parties' successor Collective Bargaining Agreement unless agreed by the parties during bargaining. Nothing in this side letter shall prejudice either party, including any matters pertaining to whether the modifications to the collective bargaining agreement or existing language constitutes mandatory subjects of bargaining. All other terms and conditions of the parties' Collective Bargaining Agreement shall apply. If there are conflicts between the Collective Bargaining Agreement and this Side Letter, the terms of this Side Letter shall govern.

IN WITNESS WHEREOF, the parties hereto execute and enact this Agreement on the dates indicated below.

**JACKSON PROFESSIONAL POLICE
ASSOCIATION, WPPA LEER**

VILLAGE OF JACKSON

DATE: _____

DATE: _____



Taking the lead in Washington County.

MEMO

TO: Mike Schwab, Village President; Personnel Committee

FROM: Jen Keller, Village Administrator

RE: 2023 Village Employee Wages

DATE: July 8, 2022

In 2021, Staff sought recommendation from the Personnel Committee regarding the maximum allowable annual adjustment for Village employees based upon performance for the next budget year of 2022. That decision was based upon the negotiated 2.5% wage increase as established in the current collective bargaining agreement between the Village and Jackson Police Department. Staff are now seeking direction from the Personnel Committee regarding the 2023 maximum allowable annual adjustment for Village employees. The wage calculations Staff have prepared below include the financial impacts of a 3% increase based upon department staffing totals. These figures do not include Village contribution to benefits such as Wisconsin Retirement System, health plan premiums or life insurance premiums.

Department	2022 Estimated Pay	2023 Estimated Pay – 3% increase
Administration (4FT, 1PT)	\$284,637	\$293,176
Building Inspection (1FT, 3PT)	\$124,770	\$128,513
Public Works (6FT)	\$325,291	\$335,050
Police (14FT, 6PT)	\$1,122,595	\$1,156,272
Fire (5FT, 4PT, POCs)	\$470,903	\$485,030
Parks and Recreation (3FT, 15PT)	\$308,531	\$317,787
Water Utility (4FT, 2PT)	\$198,983	\$204,952
Sewer Utility (4FT, 3PT)	\$304,940	\$314,088
Total	\$3,140,649	\$3,234,869

After review and discussion, the Personnel Committee may make a recommendation for the Budget and Finance Committee as well as the Village Board to consider approval of. Should there be a need to discuss compensation for specific individuals, a closed session has been placed on the Personnel Committee Agenda and the Village Board Agenda.

/JK

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