



VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA
Tuesday, September 12, 2023 at 6:00 PM

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 July 11, 2023
3. Shared Building Inspector Service with City of Hartford - Discussion Only
4. Review Data and Discuss 2024 Wages and Benefits- Village Employees and Officials
5. Memorandum of Understanding (MOU) for the Establishment of a K9 Handler, WPPA
6. **Closed Session** pursuant to Wis. Stats. §19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Village 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:
a) Discussing the 2023 Village Administrator Performance Review
b) Memorandum of Understanding for the Establishment of a K9 Handler, WPPA
c) Review Data and Discuss 2024 Wages and Benefits- Village Employees and Officials
7. Reconvene into Open Session with Possible Action Related to the Subject(s) of the Preceding Closed Session
8. Citizens/Village Staff to address the Board
9. 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



MEMO

TO: Brian Heckendorf, Village President; Personnel Committee

FROM: Jen Keller, Village Administrator

RE: Consideration of Shared Building Inspection Services with City of Hartford

DATE: August 28, 2023

Background

As Staff prepare the 2024 budget, the following areas are of focus:

1. Hiring another part time inspector to supplement the two (2) inspectors either retired or in the process of retiring. The next part time inspector can be solely a Jackson employee, or a shared employee.
2. Seeking information from WisDOR regarding additional 2024 shared revenue funds available to governmental entities establishing new shared services.

Staff will gather input from the Personnel Committee and apply direction to the 2024 draft budget. If discussions warrant, staff will also commence drafting a shared services agreement for consideration in the future by the Personnel Committee and Village Board.

Potential Motion:

No action is expected.

Attachments:

1. Part-Time Building Inspector Job Description

/JK

The Village of Jackson, Wisconsin is seeking a candidate for the position of Assistant Building Inspector to support the Director of Inspections in carrying out the duties of the Inspection and Zoning Department. The Assistant Inspector position is a part-time position (15-hours per week) with potential for occasional additional work hours.

POSITION SUMMARY:

- The Assistant Building Inspector position is a skilled, professional department-level position tasked to assist in the day-to-day operations of the Inspection & Zoning Department.
- This position assists in the enforcement of state statutes, municipal ordinances, building, plumbing, electrical, and HVAC codes, and other regulations applicable to building and zoning related projects for all new and existing residential, commercial, and industrial buildings and components, inspection of
- Helps to ensure all buildings are properly maintained to safeguard the general health, safety and welfare of all buildings and their occupants through enforcement of the Village Property Maintenance Code.
- Additional responsibilities of this position include performing plan reviews, enforcement of zoning codes, erosion control, other municipal codes, such as pools, fences, sheds, signs, and other structures or projects regulated by the Village.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Review and approve construction plans related to residential and non-residential development within the Village.
- Inspect all construction projects, both residential and non-residential, within the Village for compliance with all local and state codes.
- Issue permits and electronically record inspections using the Department's electronic permitting system including the ability to maintain clear, concise, and accurate records.
- Work with architects, contractors, property owners, and occupants to explain, inspect, and enforce local and state building codes.
- Perform administrative tasks related to permit and inspection work.
- Respond to complaints from the public regarding hazardous situations or municipal code violations.
- Secure compliance of owners, builders, developers, and/or occupants with local and state codes by methods of persuasion, compliance orders, court testimony, and court ordered enforcement procedures.
- Other related duties as assigned.

QUALIFICATIONS, EDUCATION, EXPERIENCE:

- A valid Wisconsin Driver's License is required.
- 5-years of experience in skilled construction, general construction trades, or related fields. Background in or knowledge of zoning regulations is also desired.
- Possess certifications issued by the Wisconsin Department of Safety and Professional Services in one or more of the following categories: UDC-Construction, UDC-Electrical, UDC-Plumbing, UDC-HVAC, or the ability to obtain within 12-months of hire.
- Certification as a Commercial Building Inspector, Commercial Plumbing Inspector, or Commercial Electrical Inspector are also desired but not required.

- The preferred candidate will have extensive experience in the field of construction including residential, commercial, and industrial buildings or successful completion of courses in the construction trades or other related fields offered by technical schools or organizations.
- Graduation from a college or technical school with a degree in construction management, engineering, or related field is desired but not required. A combination of education and experience providing the necessary knowledge skills may also be considered.

KNOWLEDGE, SKILLS & ABILITIES:

- Thorough knowledge of building, electric, plumbing, HVAC, and zoning codes.
- Knowledge of construction methods and materials used in construction and related mechanical work including the ability to read and interpret plans and specifications.
- A strong mechanical and/or technical aptitude including the ability to analyze situations objectively and determine the proper course of action.
- Ability to enforce and interpret regulations firmly and tactfully and to establish and maintain effective working relationships with contractors, architects, property owners, village employees, government officials, and the public.
- Ability to communicate effectively both orally and in writing.
- Ability to make effective decisions under stressful conditions.
- Ability to operate general office equipment including computers, mobile devices, and related software.

PHYSICAL REQUIREMENTS:

- Regularly lift or move up to 10 pounds and occasionally up to 50 pounds. Standing, sitting, speaking, or hearing, frequently using hands to fingers, reaching with hands and arms.
- Work often requires walking on uneven terrain, using repetitive motions, stooping, kneeling, crouching, or crawling in confined spaces, climbing, and descending a ladder, and pushing or pulling.
- Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written reports, letters, computer data, operating machines, and observing general surroundings and activities.

WORKING CONDITIONS:

- Work will be performed approximately 50% in a typical office setting and 50% in the field. Field work may have exposure to dust, noise, and fumes, as well as changing weather conditions including high heat, rain, snow, and extreme cold.

COMPENSATION:

- The general pay range for this position is \$40.00 to \$50.00 per hour. Starting salary will be dependent upon qualifications, current certifications, and experience. The final candidate should anticipate a background check and passing a physical exam and drug test.



MEMO

TO: Brian Heckendorf, Village President; Personnel Committee

FROM: Jen Keller, Village Administrator

RE: Review of 2024 Wages for Employees and Officials

DATE: August 23, 2023

Background

In 2023, the Village Board directed Staff to budget for market rate wage adjustments to positions that were not currently compensated the average wages of similar communities. Comparable communities identified in discussions included: Village of Sussex, Village of Saukville, Village of Kewaskum, Village of Slinger, Town of Hartland, City of Hartford, Village of Grafton, Village of Germantown, Village of Delafield, and City of Cedarburg. The Jackson Fire Department also had wages adjusted based upon the 2022 organizational study completed by Public Administration Associates.

As Staff prepare the 2024 budget, the following areas are of focus and warrant discussion with the Committee:

1. Completion of year 2 of 2 wage adjustments for departments that required phased increases due to budgeting restrictions.
2. Additional staffing for Department of Public Works (1 FTE) and the Parks and Recreation Department (1 FTE)
3. Establishment of compensation for all JFD positions whether POC, PT, FT.
4. Establishment of pay scales, steps, etc. for non-collective bargaining units.
5. Consideration of simplification and modest increase to pay for Village Officials including appointed inspectors, appointed committee members, and elected Board members.

Staff will gather input from the Personnel Committee and possibly apply direction to the draft 2024 budget or commence work to draft ordinance amendments related to compensation for appointed and elected officials for consideration by the Personnel Committee and Village Board at a later date.

Potential Motion:

No action is expected.

/JK

N168 W19851
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

www.villageofjacksonwi.gov

Village of Jackson

To: Village Administrator Jen Keller
From: Police Chief Ryan Vossekul
Date: September 5, 2023
Re: K9 Unit MOU with the Jackson Professional Police Association

The Village of Jackson has been actively fundraising to re-start our K9 program. As we near that fundraising goal, a written agreement with the Jackson Professional Police Association/ WPPA LEER (hereinafter "the Association"), is necessary to comply with the Fair Labor Standards Act (FLSA) with respect to handler compensation. The attached agreement also addresses other terms and conditions of the K9 handler assignment which are of interest to the Village.

The attached agreement preserves management's rights to effectively manage the K9 program in the short and long term. The agreement also addresses the Village's compliance with the FLSA in a manner that is essentially budget neutral.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
VILLAGE OF JACKSON
AND THE
JACKSON PROFESSIONAL POLICE ASSOCIATION, WPPA LEER**

As of full and final execution, this Memorandum of Understanding (hereinafter "the MOU") 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 it is in both parties' interests to establish a K9 Unit and to comply with the requirements of the Fair Labor Standards Act (FLSA) to compensate the K9 handler.

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

- A. The Chief of Police may adjust the K9 handler's work schedule to accommodate the time needed to train the K9, to provide veterinary care for the K9, to work special assignments, to attend community events, and to perform any other duties that meet the needs of the Village. Further, the K9 handler agrees that he or she shall be assigned a shift by the Chief of Police. It shall be recognized that the long-term viability of the K9 program is enhanced by the judicious expenditure of overtime.
- B. The K9 handler will be compensated in the following manner for the daily/routine care, feeding, training, and/or grooming of the K9: The K9 handler's shift consists of 8 hours of normal duties and 30 minutes for the daily/routine care, feeding, training, and/or grooming of the K9. The last 30 minutes of his/her shift is solely for the daily/routine care, feeding, training, and/or grooming of the K9. These tasks can be performed either at the Police Department or at the handler's residence. If the K9 handler is assigned to a task other than care, feeding, training, and/or grooming of the K9 after completing 8 hours of normal duties during a shift, the K9 handler shall be compensated with overtime at 1 ½ times the K9 handler's regular rate of pay for all such time worked. If the K9 handler is not required to provide care, feeding, training, and/or grooming to the K9 for one or more entire days because the K9 is under alternative, full-time care (*e.g.*, boarding, long-term medical care, etc.) at Village expense, the K9 handler shall be required to work a full 8.5-hour shift consisting of normal law enforcement duties.
- C. The K9 handler shall receive 30 minutes of compensatory time on his/her regularly scheduled off days for daily/routine care, feeding, training, and/or grooming of the K9. The K9 handler will not be compensated for daily/routine care, feeding, training, and/or grooming of the K9 during periods of time when the K9 is under alternative, full-time care (*e.g.*, boarding, long-term medical care, etc.) at Village expense and, as a result, the K9 handler is not responsible for K9 care, feeding, training, and/or grooming. If the K9 handler utilizes paid time off, they shall utilize 8.5 hours of paid leave time when the K9 is under alternative, full-time care at Village expense for the entire off day, and they shall utilize 8 hours of paid leave time when the K9 is under the handler's care for the entire off day.

- D. The parties agree the compensation identified in this MOU is more than sufficient to cover any amount that may be claimed by the K9 handler for hours worked for the daily/routine care, feeding, training, and grooming of the K9.
- E. The K9 handler may be relieved of his/her assignment at any time by the Chief of Police, or upon the Village's decision to discontinue the K9 program or to assign any non-bargaining unit member as the handler. It is understood that the handler accepts the assignment with the understanding the handler may need to remain in that assignment for the service life of the assigned K9. Upon the retirement or removal of the K9, the handler will not automatically be assigned another K9, nor will the K9 Program automatically continue.
- F. The handler shall return all equipment and property of the Village at the conclusion of the assignment or at the request of the Chief of Police. If the K9 retires from service for any reason (age, disability, etc.) while the handler remains an employee in good standing with the Department, as determined in the Chief of Police's or his/her designee's sole discretion, the handler shall be permitted the right of first refusal to purchase the K9 from the Village upon its retirement for \$1.00 and, upon doing so, assume all liability and costs associated with ownership, care, and maintenance of the K9. Similarly, if the handler separates from the Department in good standing, as determined in the Chief of Police's or his/her designee's sole discretion, and the separation results in the end of the K9's useful service life, the handler shall be permitted the right of first refusal to purchase the K9 from the Village upon the handler's separation for \$1.00 and, upon doing so, assume all liability and costs associated with ownership, care, and maintenance of the K9. If the handler is not in good standing, either at the time of the K9's retirement from service or the handler's separation, the Village shall retain full and unfettered ownership of the K9. Likewise, if the K9 still has a useful service life at the time of the handler's separation, the Village shall retain full and unfettered ownership of the K9 regardless of whether the handler separated in good standing.
- G. This MOU shall remain in effect until the K9 program is discontinued or at the time a new K9 handler is assigned, whichever comes first. Changes to the terms of this MOU may be implemented solely by mutual, written agreement between the Association and the Village.

Village of Jackson

Jackson Professional Police Association, WPPA LEER

Date Signed: _____

Date Signed: _____