



## MINUTES

### Administration and Personnel Meeting

Monday, April 28, 2025 at 5:30 PM

City Hall Council Chambers

100 E Fountain St, Dodgeville, WI

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#### I. CALL TO ORDER AND ROLL CALL

The Meeting was called to order at 5:30 PM. Roll call: Reynolds-Lair, Johnson, DeVoss

Also in attendance: Greg Lee, Dylan W., and mayor

#### II. APPROVAL OF MINUTES

1. *Approval of minutes from March 3, 2025.* Motion by Reynolds-Lair; Second by Johnson; motion passes 3-0

#### III. NEW BUSINESS

2. Review of Personnel Handbook: *Article 2, Section 2.02 – Vacancies.* Motion to table until the next meeting by Johnson; Second by Reynolds-Lair; motion passes 3-0
3. *Discussion and possible action regarding the Public Works position.*
  - Greg will be willing to consult if we would like to explore that option
  - Dylan is willing to learn and assume many of the DPW responsibilities
  - Dylan will need assistance with budgeting and other areas until he has more time in this new role.
  - Dylan would like to pursue his Professional Engineering (PE) certification and probably needs another 1.5 years of mentorship to complete and we will explore how we can make that happen.
  - The committee is requesting Greg provide information about his job duties and job description to provide details of what Dylan will need to be aware of and where there may need to be assistance.
  - The committee expressed that they want Dylan to continue in his role and the committee will provide more guidance and information after their next meeting.
  - NO specific ACTION was taken.
4. *Discussion regarding the creation of a City Administrator.*
  - Brief discussion on this topic.
  - Committee is looking for more information and the mayor will provide additional information before the next meeting
5. *Establish a monthly meeting date and time per Dodgeville Municipal Code Sec 2.05.* A monthly meeting date was established for the 4<sup>th</sup> Monday of each month. The monthly

meetings will not start until June, as the 4<sup>th</sup> Monday in May is a holiday (Memorial Day). Next meeting date was established for Monday, May 12, 2025, at 5:30 PM.

#### **IV. ADJOURN**

6. *Motion to Adjourn.* Motion by Reynolds-Lair; Second by Johnson; motion passes 3-0. Meeting adjourned at 6:44 PM.