



**Agenda**  
**Administration and Personnel Meeting**  
**Monday, August 26, 2024 at 5:00 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 by Sersch at 5:11 pm.

Members Present: Shaun Sersch, Roxanne Reynolds-Lair

Members Absent: Dan Meuer

Others Present: Brian Cushman, Grace Gervasi, Greg Lee, Mayor Hottmann

**II. APPROVAL OF MINUTES**

1. *Approval of Minutes from May 23, 2024.*

Motion by Reynolds-Lair, second by Sersch to approve the minutes from May 23, 2024.

**III. NEW BUSINESS**

2. *Discussion and possible action regarding proposed EMS staffing changes.*

EMS Chief Cushman discussed that an employee would like to attend paramedic school on Tuesday/Thursdays. Her work schedule would have to be amended to less than 40 hours allow her to attend. This would be a special exception for one-year.

Motion by Reynolds-Lair, second by Sersch to approve an exception to allow Kimberly Clearly to attend paramedic school contingent on Attorney Hagen reviewing changes that would may need to be made to the handbook. Motion carried.

EMS Chief Cushman discussed scheduling issues and possible options for EMS staff. The struggle is that many potential recruits are looking at 12-hour shifts (36-hr weeks). He is also looking at adjusting one of his full-time positions into two part-time PRN not to exceed 1200 hours a year. Cushman also has applicants to fill open AEMT position.

Motion by Reynolds-Lair to approve a 3x12-hour work week with 5 full-time employees plus 2 part time employees up to 1200 hours per person. Motion carried.

3. *Discussion and possible to action to make a recommendation to Council to offer an optional employee paid vision plan in 2025.* Motion by Reynolds-Lair, second by Sersch to make a recommendation to Council for an optional employee paid vision plan in 2025.
4. *Discussion and possible action to recommend to Council an amendment to the Delta Dental Plan Design for 2025.* Motion by Sersch, second by Reynolds-Lair to table this item until the budget discussion.
5. *Discussion and possible action regarding the Recreation Director position.*  
The current position was discussed and if more evaluation of the position should be considered. No action was taken.

#### **IV. OLD BUSINESS**

6. *Discussion and possible action regarding the Assistant Director of Public Works position.*  
The current position was discussed and if the title should be changed or if it is being advertised properly. It was discussed reaching out to UW Platteville. No action was taken.

#### **V. ADJOURN**

7. *Motion to Adjourn.* Motion by Reynolds-Lair, second by Sersch to adjourn the meeting.  
Time: 6:09pm