

# City of Dodgeville, Police and Fire Commission

## Special Meeting Minutes

Tuesday, March 7, 2023

### **I. Call to Order and Roll Call**

President Robert Kratochwill called to order the Special Meeting of the Police and Fire Commission at 4:01 P.M. on Monday, March 7, 2023 at Dodgeville City Hall.

Robert Kratochwill conducted roll call. The following persons were Present: President Robert Kratochwill, Diane Messer, Marie Fralick, Mary McKinley, Mike Humke, Diane Messer, and Police Chief David Bauer. Also present: Teresa Bauer, Mayor Todd Novak, City Attorney Eric Hagen. Absent: John Pipal.

### **II. Confirmation and Compliance with Open Meeting Law**

**Motion** by Mike Humke to approve the Agenda as written and to confirm the meeting notice was posted as a Special Meeting on March 3, 2023. Second by Diane Messer. Motion passed 5-0.

### **III. Approval of Minutes from January 23, 2023 Regular Meeting**

**Motion** by Mike Humke to approve the January 23, 2023 Minutes as written. Second by Marie Fralick. Motion passed 5-0

### **IV. Reports**

Police Department Report was presented by Chief David Bauer. Chief Bauer expressed his gratitude for the years of service as Chief of Police. "I have decided it is time to retire." He informed the committee that his last day will be June 9, 2023. His retirement will come 1 day short of 33 years of service. Committee accepted his retirement letter and members thanked him for his service.

### **V. Closed Session pursuant to Wis. Stat. Sec. 19.85(l)(e)...for discussion and possible recommendation to the Common Council on the salary range for a Police Department Position.**

**Motion** by Mike Humke at 4:15PM to move to Closed Session pursuant to Wis. Stat. Sec. 19.85(l)(e) for discussion and possible recommendation to Common Council on salary range. Second by Diane Messer. Roll Call vote. Motion passed 5-0. Also present: Chief Bauer, Todd Novak, Eric Hagen

**Motion** by Mary McKinley to reconvene to Open Session at 4:35PM. Second by Mike Humke. Motion passed 5 - 0

## **VI. New Business**

**Motion** by Mary McKinley to set the Police and Fire Commission recommendation for salary range at \$75,000-\$95,000 for Police Chief, City of Dodgeville position. Second by Mike Humke. Motion passed 5-0.

Discussion followed covering recruitment qualifications and application process. Job description compiled by Chief Bauer to be approved by Common Council. Erik Hagen informed the committee that if a candidate was not hired by June 9, 2023, the committee would then appoint an "Acting Chief" until position was filled.

Review of Qualification for Recruitment, items not included for hiring process: (e) Successful completion of a written examination ...for law enforcement; (f) Oral exam may be conducted by three professional...Commission.

**Motion** by Mary McKinley to adopt recruitment and application procedures for Police Department position as follows:

*Posting of position will be worded by Eric Hagen. Position will be posted in: The Dodgeville Chronicle, published Thursday, March 16, 2023, Wi Law Enforcement Network (WILENET), League of Wisconsin Municipalities, and City of Dodgeville website by Todd Novak, Chief Bauer and Lauree Aulik, City Clerk.*

*Application will include Cover Letter, DJ-LE-300 Form, and Resume. Applications will be accepted March 16, 2023 to April 17, 2023 till 4:30PM. Applications can be mailed to PO Box (to be opened by Todd Novak) addressed to Police and Fire Commission Dodgeville, c/o Mary McKinley Secretary or submitted online to an email address for Mary McKinley @dodgevillewi.gov (to be set up by Lauree Aulik and Mary McKinley). Complete preview of applications will take place on Monday, April 17, 2023 at Regular Police and Fire Commission Meeting, 5:00PM at Dodgeville City Hall, Closed Session.*

*On April 17, 2023 applications will be opened, reviewed for completeness, qualified candidates will be identified for interview. Interview questions will be written, date will be scheduled.*

*All applicants will be contacted by phone, email to confirm interview date and time. After first interviews, need of final interview round will be determined. "Thank You" letters will be sent, conditional job offer can be made by commission with salary negotiated by Todd Novak.*

Second by Mike Humke. Motion Passed 5 -0

## **VII. Adjourn**

Motion by Mike Humke to adjourn. Second by Diane Messer. Motion passed 5-0. Meeting was adjourned at 5:17PM by Robert Kratochwill. Next Regular Meeting, Monday, April 17, 2023, City Hall at 5:00PM. Submitted by Mary McKinley