



## PUBLIC NOTICE

### Administration and Personnel Meeting

Tuesday, January 06, 2026 at 6:30 PM

City Hall Council Chambers, 410 E Leffler St, Dodgeville,

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## AGENDA

### I. CALL TO ORDER AND ROLL CALL

### II. APPROVAL OF MINUTES

- [1.](#) Approval of Minutes from September 22, 2025
- [2.](#) Approval of Minutes from October 22, 2025
- [3.](#) Approval of Minutes from November 24, 2025

### III. NEW BUSINESS

4. Discussion regarding EMS staffing concerns now and moving forward.
5. Discussion and possible action to continue working on final draft of job description for City Administrator to be presented at future Common Council meeting.
6. Discussion and possible action to continue working on final draft of job description for part-time Mayor to be presented at future Common Council meeting.
7. Discussion and possible action to revise newly approved contract with Boardman Clark.

### IV. ADJOURN

8. Motion to Adjourn

*Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or material at the meeting to be in an accessible location or format, must contact the City Clerk at the address listed above or call 930-5228, prior to the meeting so that any necessary arrangements can be made to accommodate each request.*

**Minutes****Administration and Personnel Meeting****Monday, September 22, 2025 at 5:30 PM****Council Chamber, 100 E Fountain St, Dodgeville WI****I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Chair Tom DeVoss at 5:30pm. Members present were Roxanne Reynolds-Lair, Jerry Johnson, Tom DeVoss, and Mayor Barry Hottmann.

**II. APPROVAL OF MINUTES****III. NEW BUSINESS**

1. Discussion and possible action to create a new public works street crew position.  
Motion by Johnson, second by Reynolds-Lair to create a new public works street crew floater position. Voice vote 3-0. Motion carried.
2. Discussion and possible action to approve a performance review evaluation form for use with city staff.  
Motion by Reynolds-Lair, second by Johnson to approve a performance review evaluation form for use with city staff. Voice vote 3-0. Motion carried.
3. Discussion and possible action to approve setting the 2026 employer health insurance contribution rate for non represented employees.  
Motion by Johnson, second by Reynolds-Lair to approve setting the 2026 employer health insurance contribution rate for non represented employees to 82%. Voice vote 3-0. Motion carried.
4. Discussion and possible action to set the 2026 Cost of Living Adjustment for non-represented employees.  
Motion by DeVoss, second by Johnson to set the 2026 Cost of Living Adjustment for non-represented employees to 2.8%. Voice vote 3-0. Motion carried.
5. Discussion and possible action to fill the clerk and/or treasurer position.  
No action was taken during the meeting for this item. This will be discussed at future meetings, as well as possible restructuring and opportunity for outsourcing.
6. Discussion and possible action to create a full-time position of mayor or city administrator.  
No action was taken during the meeting for this item. This will be discussed at future meetings.

**IV. OLD BUSINESS****V. CLOSED SESSION**

7. Adjourn to Closed Session pursuant to Wis. State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically related to **compensation and benefits of the public works streets foreman and past employee payout**  
Motion by DeVoss, second by Johnson to adjourn to Closed Session. Roll call vote 3-0.

## VI. OPEN SESSION

8. Reconvene to Open Session
9. Any Action Needed as a Result of Closed Session

After closed session, the committee chose not to reconvene to open session, so no motions were made to reconvene to open session.

## VII. ADJOURN

10. Motion to Adjourn  
Motion by Reynolds-Lair, second by Johnson.  
Time: 7:19pm

## Minutes



### Administration and Personnel Meeting Wednesday, October 22, 2025 at 5:00 PM

City Hall Back Conference Room, 100 E Fountain St

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

The meeting was called to order at 5:00pm by Chair Tom DeVoss. Members in attendance were Tom DeVoss, Jerry Johnson, Roxanne Reynolds-Lair, and Shaun Sersch.

Other Council Members in attendance: Mike Olson

Others Present: Eric Hagen (City attorney for the City of Dodgeville)

#### II. NEW BUSINESS

1. Discussion and possible direction on governance structure, including moving forward with either a full-time Mayor or a full-time City Administrator with a part-time Mayor.

No motions were made during this meeting. Only discussion.

#### III. ADJOURN

2. Motion to Adjourn

Motion by Johnson, second by Reynolds-Lair to adjourn

Time: 6:23pm



## MINUTES

### Administration and Personnel Meeting

Monday, November 24, 2025 at 5:30PM

City Hall, 410 E Leffler Street, Dodgeville, WI

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

The meeting was called to order by Chair Jerry Johnson at 5:30pm. Members present: Jerry Johnson, Roxanne Reynolds-Lair, and Shaun Sersch. Members absent: Tom DeVoss

#### II. APPROVAL OF MINUTES

#### III. NEW BUSINESS

1. Discussion and possible direction on governance structure, including moving forward with either a full-time Mayor or full-time City Administrator with a part-time Mayor.

Motion by Reynolds-Lair, second by Sersch to move to City Administrator with part-time Mayor structure of government. Voice vote 3-0. Motion carried.

2. Discussion and possible recommendation to Common Council to approve the 2026 contract with Boardman Clark.

Motion by Sersch, second by Johnson to approve the 2026 contract with Boardman Clark with continued evaluation of office hours that may be needed. Voice vote 3-0. Motion carried.

3. Discussion and possible action to fill the clerk and/or treasurer position.

During this discussion, there was no motion made. Due to the recommendation to Common Council of City Administrator role with part-time Mayor, the committee feels that the Clerk/Treasurer position will need to be evaluated at a later time once City Administrator role has been established.

#### IV. ADJOURN

4. Motion to Adjourn

Motion by Reynolds-Lair, second by Sersch to adjourn.

Time: 6:47pm