



PUBLIC NOTICE

Administration and Personnel Meeting

Monday, February 23, 2026 at 4:45 PM

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

WI

AGENDA

I. CALL TO ORDER AND ROLL CALL

II. APPROVAL OF MINUTES

- [1.](#) Approval of minutes from January 6, 2026
- [2.](#) Approval of minutes from February 5, 2026

III. NEW BUSINESS

3. Discussion and possible recommendation to the common council the professional services contract for City Administrator recruitment.
4. Discussion of outsourcing for professional services for city related processes.

IV. ADJOURN

5. 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

Tuesday, January 6, 2026 at 6:30PM

City Hall, 410 E Leffler Street, Dodgeville, WI

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Tom DeVoss at 7:20pm. Members present: Reynolds-Lair, DeVoss, Johnson. Others Present: Mayor Hottmann, Brian Cushman (EMS Chief)

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

Motion by DeVoss, second by Johnson. Motion carried. 3-0.

III. NEW BUSINESS

- 4. Discussion regarding EMS staffing concerns now and moving forward.

During this discussion only topic, committee requested coming up with a plan, talking points, and timeline to help communicate needs to the public and guide budgeting process for future EMS staffing. No action taken.

- 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.

During this discussion, recommendation was made by Admin Personnel to hire a professional firm that can help define the City Administrator role, support recruitment/screening for the City Administrator role, and possibly provide interim administrative services until a City Administrator is hired. Motion by DeVoss, second by Reynolds-Lair to contact professional firms who can assist with administrator recruitment/support and to contact HR firms who can provide supplemental HR assistance. Voice vote 3-0. Motion carried.

- 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.

This was tabled for a future meeting. Motion by DeVoss. Second by Reynolds-Lair. Motion carried 3-0.

7. Discussion and possible action to revise newly approved contract with Boardman Clark.

This was tabled for a future meeting. Motion by Reynolds-Lair. Second by DeVoss.

Motion carried 3-0.

IV. ADJOURN

1. Motion to Adjourn

Motion by Johnson, second by Reynolds-Lair to adjourn. Voice vote 3-0. Motion carried.

Time 8:10pm



MINUTES

Administration and Personnel Meeting

Thursday, February 5, 2026 at 5:30PM

City Hall, 410 E Leffler Street, Dodgeville, WI

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:33pm by Chair Tom DeVoss. Members present: Jerry Johnson, Roxanne Reynolds-Lair, Tom DeVoss. Others present: Barry Hottmann

II. APPROVAL OF MINUTES

There were no minutes to approve

III. OLD BUSINESS

1. Discussion and possible action to approve and discuss the hiring process for the City Administrator role.

Motion by Reynolds-Lair, second by DeVoss to allow a Special Council Meeting on Thursday, February 19th to interview two recruitment services in Closed Session.

Voice vote 3-0. Motion carried

2. Discussion and possible action to approve and discuss the hiring process for the City Clerk role.

This was a discussion only topic. No action taken.

IV. NEW BUSINESS

3. Discussion of outsourcing services

This was a discussion only topic. No action taken

V. ADJOURN

4. Motion to Adjourn

Motion by DeVoss, second by Reynolds-Lair to adjourn. Voice vote 3-0. Motion carried. 6:18 PM