PUBLIC NOTICE

Administration and Personnel Meeting

Monday, November 23, 2026 at 5:30 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 October 1, 2026

III. NEW BUSINESS

2. Discussion and possible action to approve the 2027 Boardman Clark Retainer Agreement.
3. Discussion and possible recommendation to Council on amending Sec. 2.02 of the City of Dodgeville Personnel Handbook pertaining to vacancies

IV. OLD BUSINESS

V. ADJOURN

4. 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.

Call to Order. Admin & Personnel Meeting. Thursday Oct. 01, 2026 at 5:30 p.m.

Roll Call; Jerry J., Roxanne R.L and Shaun S. And Barry H and Brian Cushman.

Tom DeVoss Absent.

B. approval of minutes. Motion by Roxanne. Second by Shaun. All in favor, carries.

C. Old Business. Discussion Only.

D. New Business

3. Motion to not move forward with reallocation of hiring incentive for police recruitment.

Motion by Shaun. Second by Roxanne. All in favor, carries.

4. Discussion only. No action.

5. Motion to give EMS Director permission to hire part time position in place of casual

As needed. Motion by Roxanne. Second by Jerry. All in favor, carries.

6. Discussion only. No action.

E. Closed Session.

7. Roll Call to move to Closed Session. Roxanne, Shaun and Jerry say yes .

F. Open Session

8. Roll Cal to move to reconvene to Open Session. Roxanne, Shaun and Jerry say yes .

9. Motion to forward recommendation on Street Foreman compensation.

G. Adjourn

Motion to adjourn by Sersch. Second by Roxanne. All in favor, carries.

Adjourn at 7:01 p.m.

RETAINER AGREEMENT

The City of Dodgeville, Iowa County, Wisconsin, agrees to retain the firm of Boardman & Clark, LLP, to perform routine legal services as described in this agreement. It is understood and agreed that Eric Hagen will be designated as the City Attorney who will have primary responsibility for handling and providing the legal services described in this agreement but that he may, from time to time, delegate other attorneys in the firm to perform legal services for the City.

The routine legal affairs of the City will be handled on a flat fee compensation basis in the amount of $23,500.00 per calendar quarter. Routine legal affairs shall include the following services:

1. Consulting with City officials concerning the City's legal affairs and business, and drafting legal opinions thereon when requested.

2. Attending regular or special City Council meetings, committee meetings, Plan Commission, Board of Zoning Appeals meetings and collective bargaining negotiations or mediation sessions on an as needed basis.

3. Maintaining office hours at city hall on a regular basis ("Office Hours") consistent with other scheduled obligations (e.g. court appearances, meetings). The City Attorney shall advise the City Clerk of scheduled Office Hours or changes thereto at least 24 hours in advance. Generally, the City Attorney will schedule Office Hours for at least 6 hours per week.

4. The following legal services shall be considered routine legal affairs when performed during the City Attorney's Office Hours:

    a. Performing legal work in connection with real estate transactions in which the City is interested, including the closing of streets and alleys.

    b. Assisting City officials in the handling of personnel matters, including disciplinary issues.

    c. Reviewing or preparing contracts in which the City has an interest.

    d. Drafting ordinances and resolutions.

5. Prosecuting all cases brought into Iowa County Circuit Court for violations of City ordinances (the "municipal court" for purposes of this contract).

6. Prosecuting all actions for the collection of personal property taxes of the City.

7. Responding to routine auditor's requests for information on behalf of the City and its Utilities.

8. Consulting with City officials concerning collective bargaining agreement negotiations and interpretation.

9. Other miscellaneous, routine and recurring legal work as arises from time to time.

Compensation shall be paid quarterly on March 31, June 30, September 30 and December 31.

The City shall reimburse the attorney for out-of-pocket costs and expenses incurred in representing the City's interests, such as long distance telephone charges, recording and court filing fees, fees for service of process and witness fees, abstracting or title insurance fees and extraordinary mailing or photocopying costs (i.e. for mailing an item which costs $1.50 or more or for photocopying a document which exceeds 50 pages). The attorney will not bill mileage or other travel-related expenses unless overnight or out of county travel is required (exclusive of travel to/from the City).

1. The following items are excluded from routine legal services if performed outside of the City Attorney's Office Hours:

    a. Performing legal work in connection with real estate transactions in which the City is interested, including the closing of streets and alleys.

    b. Assisting City officials in the handling of personnel matters, including disciplinary issues.

    c. Reviewing or preparing contracts in which the City has an interest.

    d. Drafting ordinances and resolutions.

2. Interest and grievance arbitration, including discharge matters.

3. Quo warranto proceedings and legal representation which would be provided under any contract of insurance, liability or otherwise, in effect for the City.

4. Litigation of matters outside of small claims or municipal court procedural rules, including certiorari and mandamus proceedings.

5. Appeals or review of zoning matters in Circuit Court, other than prosecution of zoning ordinance violations and appeals or reviews of municipal court determinations.

6. Matters related to municipal finance including the issuance of municipal obligations, TIF districting and obtaining grants from federal or state authorities or agencies.

7. Matters arising under the City's power of eminent domain.

8. Election matters including referenda, recounts and recall elections.

9. Defense of administrative or forfeiture actions brought against the City or its officials by state or federal authorities.

10. Other extraordinary legal matters requiring extensive time and attention upon prior notice to City.

Legal fees for services excluded from routine legal work shall be charged at our hourly rates multiplied by the hours worked, plus reimbursement for out-of-pocket expenses as described above. The attorney shall provide an itemized statement for all such fees and expenses. Hourly rates for services excluded from routine legal work will range from $150 to $400. This includes the rates of attorneys, paralegals, legal assistants and clerks who may be assigned to work on matters that are excluded from routine legal work. The hourly rates of others will vary depending upon the individual involved and the nature of the legal services being provided. Our fees for professional services will take into account additional factors, including the time and labor required, the novelty and difficulty of the issues involved, and the skill required to perform the legal services. The maximum hourly rate for Eric Hagen, the attorney who will be primarily handling this representation is $315.00 per hour (contract, ordinance, and resolution work not covered by the retainer will be billed at $275/hr).

This agreement shall be effective for a period of one year commencing January 1, 2027. The City has the right to terminate this agreement at any time. The attorney has the right to terminate this agreement at any time consistent with the requirements of Rule 20:1:16 of the Rules of Professional Conduct for Attorneys.

Dated as of this ____ day of _____ 2026.

CITY OF DODGEVILLE

By: _____
BARRY HOTTMANN, Mayor

BOARDMAN & CLARK, LLP

By: _____
ERIC HAGEN

Countersigned: _____
EMILY WOLFE, Interim Clerk-Treasurer

This contract was approved by the City Council at a meeting held _____, 2026.

2.02 Vacancies

The City Council must approve the filling of all vacancies.

When the City determines that a vacancy should be filled or a new position created within the City, the City agrees to post a notice of such vacancy. The vacancy will not be filled until the notice has been posted for at least ten (10) working days. This posting period may be waived by the City Council.

The selection of any applicant to fill a job vacancy shall be made on the basis of relative ability, experience, and qualification.

The City may transfer employees to another position. The City establishes job requirements, determines an applicant's qualifications, and selects an applicant based on who the City determines to be the best qualified applicant for employment. The City may temporarily fill a position while processing the permanent vacancy or publicly soliciting employment applications from non-employees. The Mayor, Administrative & Personnel Committee chair or their designee, and the Department Head of the vacant position shall handle the hiring process and selection of an applicant to fill a job vacancy, unless otherwise required by law, regulation, or ordinance. The hiring process for Police and Fire Department employees will be governed by the Police and Fire Commission By-laws. The hiring process for library employees will be governed by Library Board policies.