



**Agenda**  
**Administration and Personnel Meeting**  
**Thursday, May 23, 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**

**II. APPROVAL OF MINUTES**

1. Approval of Minutes from February 29, 2024

**III. NEW BUSINESS**

2. Discussion and possible action regarding the Building Inspector/Assistant Director of Public Works position.
3. Discussion and possible recommendation to Council regarding City Owned property.

**IV. 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.*



## Minutes

### Administration and Personnel Meeting

Thursday, February 29, 2024 at 4:00 PM

City Hall, 100 E Fountain St, Dodgeville, WI

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

The meeting was called to order by Chair Meuer. Present: Meuer, Sersch, Reynolds-Lair. Others Present: Mayor Novak, Attorney Hagen, Payroll Specialist Gervasi, PWD Lee, and Clerk Aulik

#### II. APPROVAL OF MINUTES

1. Approval of Minutes from December 5, 2023

Motion by Meuer, second by Reynolds-Lair to approve the minutes for Dec 5, 2023. Voice vote. Motion carried 3-0.

#### III. NEW BUSINESS

2. *Review and possible recommendation to the Common Council to revise the City's Personnel Manual.* Attorney Hagen reviewed the goal on updating the personnel handbook. The Committee proceeded to go section by section through document (see original draft and revised final comments labeled "Personnel Manual Revision v4 after A&P"). It was noted that if the EMS or Police Department policies conflict with the Handbook, those policies would trump the handbook.
- Regarding the vacation schedule: Motion by Meuer that anyone with 25 years and over of service receive 6 weeks of vacation. There was no Second. Motion died.
  - Motion by Sersch, 2nd by Reynolds-Lair to cap the vacation schedule at 5 weeks. Motion carried 2-1.
  - All recommended changes were forwarded to Council for discussion and final approval.

#### IV. ADJOURN

3. Motion by Meuer, second by Reynolds-Lair to adjourn the meeting. Voice vote. Motion carried 3-0. Time: 6:20 pm