

Special Meeting Minutes  
Police and Fire Commission  
Thursday, January 29, 2026, 5:00 PM  
City of Dodgeville Police Department  
111 W. Merrimac Street, Dodgeville, WI

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

President Tom Demuth called to order the Special Meeting of the Police and Fire Commission at 5:00 PM on Thursday, January 29, 2026 at the City of Dodgeville Police Department

Roll call, the following persons were Present: Marie Fralick, Mike Humke, Tom Demuth, Mary McKinley. Absent: Ken VonRueden. Also present, Chief Brandon Wilhelm. City Attorney Eric Hagen and Lieutenant Ben Conway.

## **II. CONFIRMATION AND COMPLIANCE WITH THE OPEN MEETING LAW**

Posted Friday, January 27th, 2026.

## **III. APPROVAL OF MINUTES**

- 1. Motion** to table approval of January 19, 2026 Minutes until next meeting was made by Mike Humke. Second by Marie Fralick. Motion passed 4-0

## **IV. NEW BUSINESS**

- 2.** Review and possible approval of position descriptions for Police Officer, Chief of Police, Lieutenant, and Sergeant.

Discussion of Position Descriptions was led by Chief Wilhelm with a review of each of the job descriptions stated above. The following criteria for: Police Officer Position shall include:

### Acceptable Experience and Qualifications:

\*2. A Two-Year degree from an accredited College. ***Any new officer that does not possess a two -year associate degree or 60 credits from an accredited college must meet this standard within five (5) years.***

\*3. Certification by the Wisconsin Law Enforcement Standards Board, or ability to obtain ***eligibility completion of*** certification;

### Lieutenant Job Description

\* Lieutenant Position shall include ***five (5) years experience.***

Motion was made by Mike Humke to approve the Position Descriptions with the addition of corrections. Second by Tom Demuth. Motion passed 4-0

## V. OLD BUSINESS

### 3. Review of Police and Fire Commission By-Laws and possible approval of updated by-laws.

The following revisions will be made to the City of Dodgeville Police and Fire Commission By-Laws and Rules of Procedure

\***Table of Contents** will be revised to reflect Content.

#### \***Article 2: Employment Qualifications and Eligibility**

**2.1** The Police Chief must establish residency within fifteen (15) mile radius of the city's jurisdictional limits...

**2.2** Subordinates must establish residency within a thirty (30) mile radius of the city's jurisdictional limits...

**2.4** Each fire subordinate must complete the Entry Level Firefighter training...

#### \***Article 3: Recruitment, Testing and Hiring**

**3.3** ...or other recognized exception...

**3.3.j** Examination Protocol. All examinations shall be carried on under the *mayor's supervision*.

**3.3.j.10** The Commission shall *not apply* veteran's preference points... *In the event of competitive scoring, Veteran Preference points may be included.*

**3.42** A Department vacancy or opening *may be filled by promotion from within, dependent on managerial and supervisory skills*. A vacancy or opening can be filled by open recruitment as approved by the Commission.

**3.48.a** Applicants cumulative score will be used

**3.48.d** ...including physical strength and agility...

#### **Article 9: Commission Administration**

**9.1 Meetings.** The Commission shall meet on the *3<sup>rd</sup> Monday of the month with a Regular Meeting quarterly*, or as needed to meet its statutory obligations but not less than one time each year.

**9.2 Officers.** Should a permanent vacancy occur within the Commission officers, that appointment will be filled for the remainder of the term by election at the next regularly scheduled meeting.

**Motion to approve and update Police and Fire Commission By-Laws was made by Tom Demuth. Second by Mike Humke. Motion approved 4-0**

**VI. ANY OTHER BUSINESS INCLUDING PUBLIC COMMENT** None

**VII. CLOSED SESSION**

**4. Motion** was made by Mary McKinley for the consideration of adjourning to closed session pursuant to Wis. Stat. sec. 19.85(1) (c), which permits convening in closed session for the consideration of employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purposes relating to Police Officer hiring/interviews. Second by Marie Fralick.

Roll Call vote: Mary McKinley-Yes, Marie Fralick-Yes, Mike Humke-Yes, Tom Demuth-Yes. Motion carried. Also present: Chief Brandon Wilhelm, Lieutenant Ben Conway, City Attorney Eric Hagen.

**VIII. OPEN SESSION**

**5. Motion** to reconvene to Open Session by Mike Humke. Second by Marie Fralick. Motion passed 4-0.

**6. Motion** made by Mary McKinley for approval and placement of Police Officer Candidates, Kory Kanipes and Alex Russell on the Dodgeville Police Department eligibility pool list for full time hire. Second by Mike Humke. Motion passed 4-0

**IX. NEXT MEETING:** Regular Meeting, April 20,2026, 3<sup>rd</sup> Monday at 5:00 p.m. to be held at the Dodgeville Fire Station.

**X. ADJOURN**

**7. Motion** made to adjourn meeting by Mike Humke. Second by Marie Fralick. Meeting was adjourned at 7:22 p.m.

Respectfully submitted by Mary McKinley, Secretary