



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