

CITY OF DODGEVILLE
ORDINANCE NO. ____

AN ORDINANCE TO AMEND SECTION 1.03 AND CREATE SECTIONS 1.07(h) AND 1.09 OF THE MUNICIPAL CODE OF THE CITY OF DODGEVILLE, IOWA COUNTY, WISCONSIN, RELATED TO CREATING THE POSITION OF CITY ADMINISTRATOR

The Common Council of the City of Dodgeville, Iowa County, Wisconsin, does hereby ordain as follows:

SECTION 1. Section 1.03 of the Municipal Code of the City of Dodgeville shall be and hereby is amended as follows:

“Section 1.03 Appointed Officials

Official	How Appointed	Term
(2) City Administrator	Council	Indefinite unless a term is provided by employment contract

SECTION 2. Section 1.07(h) of the Municipal Code of the City of Dodgeville shall be and hereby is created to read as follows:

“(h) *City Administrator*. See Section 1.09 of this Code.”

SECTION 3. Section 1.09 of the Municipal Code of the City of Dodgeville shall be and hereby is created to read as follows:

“Sec. 1.09. City Administrator

(a) *Creation and purpose.* In order that the various officers, officials and employees executing policies and administering the affairs of the City be operated as efficiently as possible under a system of part-time Mayor and part-time Council members, and to better ensure confident, expeditious, efficient and harmonious administration in action and in respect to any activity, of any one or more of the City's officers, officials and employees, and in order that there may be uniform administration of policy, there is hereby created the office of City Administrator for the City of Dodgeville. The City Administrator shall be the Chief Administrative Officer of the City and shall be responsible for the efficient administration of all departments of the City government.

(b) *Functions of the City Administrator.*

- (1) The City Administrator shall be the chief administrative officer of the City, responsible for the proper administration of the business and affairs of the City, subject to those limitations imposed by the statutes of the State of Wisconsin, the ordinances of the City of Dodgeville, and the resolutions and directions of the Common Council.
- (2) Nothing herein shall be construed to conflict with the duties of the Common Council and other City officers otherwise provided by statute and the ordinances of the City of Dodgeville.
- (c) *Appointment.* The City Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by an affirmative vote of at least five members of the Common Council.
- (d) *Term.* The term of office of the City Administrator shall be the term set forth in the employment agreement between the City and the City Administrator, which may be indefinite.
- (e) *General duties.* Under the policy direction of the Mayor and Common Council, the City Administrator shall have the following general duties:

- (1) Administration

- a. Acts as the Chief Administrative Officer, overseeing daily city operations.
- b. Directly supervises key department heads.
- c. Implements Council and Mayoral directives.
- d. Develops administrative procedures to improve efficiency.
- e. Keeps current on legislation and communicates with Council as needed.
- f. Serves as liaison on intergovernmental matters and public information.
- g. Oversees IT systems and ensures compliance with open meetings laws.
- h. Attends Council and committee meetings and communicates city matters effectively.

- (2) Budgeting and Municipal Finance

- a. Coordinates the development of the City's preliminary budget with department input and Finance Committee review.
- b. Administers and monitors the annual budget.

- c. Oversees the City's accounting system, purchasing, and internal controls.
- d. Advises on bonding, capital improvements, and fiscal trends. Acts as liaison to financial institutions and consultants.
- e. Prepares the Capital Improvement Program (CIP) in consultation with department heads and the Finance Committee.

(3) Human Resources

- a. Oversees HR functions such as payroll, benefits, recruiting, training, workers compensation, and compliance.
- b. Maintains employee personnel records and ensures that periodic performance evaluations are conducted.
- c. Collaborates on employee compensation and benefits recommendations.
- d. Approves employee professional development and training expenditures.
- e. Oversees employee collective bargaining agreements and addresses grievances in conjunction with the Administrative and Personnel Committee.
- f. Ensures legal compliance with employment laws.

(4) Economic and Community Development

- a. Promotes growth through cooperation between the public and private sectors.
- b. Works toward long-term goals defined in the City's Comprehensive Plan.
- c. Engages in strategic planning with the Mayor and Council.
- d. Builds business relationships and markets the City to prospective businesses and residents.
- e. Applies for federal, state, and county funding with Council approval.
- f. Negotiates development and land agreements with legal consultation in conjunction with the Mayor.
- g. Represents the City in economic development initiatives and organizations in conjunction with the Mayor.

(5) Other Duties. Perform such other duties as may be assigned by the Mayor or Common Council, and as may be reasonably necessary for the proper administration of the City.

(f) *Conditions of employment.* The salary, fringe benefits, and conditions of employment shall be determined by the Common Council. The work performance of the City Administrator shall be evaluated annually at a time and in accordance with procedures determined by the Mayor and the Common Council.”

SECTION 4. Severability.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions.

SECTION 5. Effective Date.

This ordinance shall take effect upon passage and publication as required by law.

Adopted and approved this ____ day of _____, 2026.

Barry Hottman, Mayor

ATTEST:

Emily Wolfe, Interim City Clerk

Date Adopted: _____

Date Published: _____

Effective Date: _____