



Minutes

Administration and Personnel Meeting

Thursday, February 29, 2024 at 4:00 PM

City Hall, 100 E Fountain St, Dodgeville, WI

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.
 - o 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.
 - o Motion by Sersch, 2nd by Reynolds-Lair to cap the vacation schedule at 5 weeks. Motion carried 2-1.
 - o 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