

**FINANCE & PERSONNEL COMMITTEE OF THE
PLYMOUTH COMMON COUNCIL
COUNCIL CHAMBERS
128 SMITH STREET
CITY OF PLYMOUTH, WISCONSIN**

OFFICIAL MINUTES

1. **Call to order and roll call.** Finance & Personnel Committee Vice Chair Pohlman called the meeting to order at 6:00 PM. On call of the roll, the following members were present: Jim Wilson, Mayor Donald Pohlman, Greg Hildebrand, Amy Odekirk and John Nelson at 6:20 PM. Also present were Alder. Diane Gilson, Alder. Bob Schilsky, Alder. Charlie Hansen, Interim City Administrator/Utilities Manager Cathy Austin, and HR Specialist Leah Federwisch
2. **Approval of meeting minutes for December 14, 2021 meeting:** Motion was made by Odekirk/Wilson to approve the Finance & Personnel Committee meeting minutes.
3. **Discussion and Possible Recommendation of City Administrator/Utilities Manager Recruitment:** Interim City Administrator/Utilities Manager Austin was looking for recommendations from the committee on how they would like to handle the recruitment process. For the first City Administrator the process also included some citizens. Pohlman and Hansen recall there was a committee made up of the Finance & Personnel Committee with 2-3 citizen members. They went through the first round of interviews. The second interview candidates met with Council and Brian Yerges was chose by the Council. The second City Administrator/Utilities Manager was introduced only to Council Member citizen members weren't involved. Interim City Administrator/Utilities Manager suggested that if the committee preferred to have citizens part of the process the members could be from other City committees/boards. Odekirk suggested not having more than 3 citizen members. Interim City Administrator/Utilities Manager Austin stated she would come up with a memo to present to Council for Council approval.
4. **Discussion on Possible Recommendation on Update to Personnel Manual – Vacation Schedule:** HR Specialist Federwisch presented a change to the personnel manual vacation schedule. Currently employees receive their next week of milestone vacation after 7, 12, 15, 16, 20, 25 or 30 years of continuous service. The verbiage would change to on the year of your milestone vacation, you will receive your allotment on January 1 of that year. HR Specialist Federwisch also proposed that the vacation increments can be taken in as little as two (2) hour increments instead of half or full day increments. Motion was made by Hildebrand/Wilson to recommend the personnel manual updates to Council. A unanimous aye vote was cast. Motion carries.
5. **Discussion and Possible Recommendation for an Ordinance regarding Overpayments and Underpayments:** Interim Administrator/Utilities Manager Austin explained that the City would like to update the 3-1-7 Ordinance regarding deposits of public funds received by City Employees. The overpayments and underpayments would change to \$2.00 or less which mirrors state & county policy. Motion by Wilson/Hildebrand to recommend to Council the ordinance regarding overpayments and underpayments. A unanimous aye vote was cast. Motion carries.
6. **Adjournment:** Motion was made by Hildebrand/Odekirk to adjourn the meeting. A unanimous aye vote was cast by the committee. Motion carries.