

OFFICIAL MINUTES

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

TUESDAY FEBRUARY 11, 2025

1. **Call to Order and Roll Call:** Finance & Personnel Committee Chair Penkwitz called the meeting to order at 6:15 PM. On the call of the roll, the following members were present: Mayor Pohlman, John Nelson, Diane Gilson, and Mike Penkwitz. Also present were: Greg Hildebrand, John Binder, Angie Matzdorf, City Administrator/Utilities Manager Tim Blakeslee, Finance Director Chris Russo, Electrical Operation Manager Ryan Roehrborn, IT Manager Dave Augustin, Deputy Police Chief Matt Starker, HR Specialist Leah Federwisch and City Clerk/Deputy Treasurer Anna Voigt.
2. **Approval of Meeting Minutes for September 24, 2024 meeting:** Motion was made by Gilson/Tauscheck to approve the minutes from September 24. Upon the call of the roll, all voted aye. Motion carried.
3. **Presentation of Comp and Class Study and Recommendation of Proposed Salary Schedule:** City Administrator/Utilities Manager Blakeslee explained that one of the four strategic goals of the 2023-2026 Strategic Plan is workforce recruitment and retention and one of the specific strategic initiatives is to review the compensation/benefits plans and strategies. Melanie Henry and Malayna Maes from McGrath consultants presented the Compensation and Classification Study to ensure correct classifications, updated job titles and inform compensation strategy in accordance with applicable federal and state laws. Penkwitz asked if how employees felt about the study. Blakeslee stated that employees know its going on and have been following it. Tauscheck stated that this study is long overdue and is glad its being done. Penkwitz agreed with Tauscheck and asked if this study would be done every three years. Blakeslee stated the idea of this study is to get back to market rate and to stay at market rate in the future. Nelson asked if this needed to be adjusted in the 2025 budget. Blakeslee stated that the current 2025 budget did include adjustments to pay. This will potentially continue in future budgets. Pohlman asked if in doing their research with other communities the city was competitive in the fringe package and if there was anything that could be in done in the future. Maes gave a few examples of how they are seeing municipalities offering additional benefits. Henry stated that when she reviewed the City's benefits it was comparable to other communities. Motion was made by Tauscheck/Gilson to recommend that the Common Council adopt the salary schedule. Upon the call of the roll, all voted aye. Motion carried.
4. **Adjournment:** Motion was made by Pohlman/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.