

MEETING AGENDA
FINANCE & PERSONNEL COMMITTEE OF THE
PLYMOUTH COMMON COUNCIL
COUNCIL CHAMBERS
128 SMITH STREET
CITY OF PLYMOUTH, WISCONSIN
TUESDAY JUNE 25, 2024 @ 5:45 PM

Members Present:

____ Mayor Pohlman
____ John Nelson
____ Jeff Tauscheck
____ Diane Gilson
____ Mike Penkwitz

Staff:
____ Tim Blakeslee
____ Anna Voigt

Other:

1. Call to order and roll call.
2. Approval of meeting minutes for March 26, 2024 meeting
3. Appoint a Chairperson
4. Discussion on Building Inspector Position
5. Adjournment

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office at 900 County Road PP, Plymouth, WI or call 920-893-3853.

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UNOFFICIAL MINUTES

1. **Call to order and roll call:** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:30 PM. On call of the roll, the following members were present: Mayor Pohlman, John Nelson, Jeff Tauscheck, Greg Hildebrand, and Mike Penkwitz. Also present were: Alder. Angie Matzdorf, Alder. Diane Gilson, Alder. Bob Schilsky, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, and Clerk/Deputy Treasurer Anna Voigt.
2. **Approval of meeting minutes for February 26, 2024 meeting:** Motion was made by Hildebrand/Penkowitz to approve the minutes for February 26. A unanimous aye vote was cast. Motion carried.
3. **Discussion on Possible Additional K9 Unit:** Police Chief Ruggles explained the Police Department recently tendered a conditional offer of employment to Dylan Lindsley, a deputy with Taylor County Sheriff's Office. Mr. Lindsley accepted the City of Plymouth Police Department's offer and has tendered his resignation to the Sheriff's Department. Mr. Lindsley was Taylor County's K-9 handler. The Sheriff's Department reached out to Plymouth asking if they would be interested in purchasing the K-9 to go with Mr. Lindsley. Mr. Lindsley is the second handler for this K-9 and they are concerned the dog may not be able to adapt to a third handler. Tauscheck stated he thought it was a good opportunity. It's hard to find handlers. He mentioned the presence of a dog helps people comply quicker. Hildebrand asked if there was a way to track every time the K-9 was used even in small instances, like where people comply quicker. The consensus of the committee was to move forward with the second K-9.
4. **Adjournment:** Motion was made by Pohlman/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



DATE: June 19, 2024

TO: Finance and Personell Committee

FROM: Tim Blakeslee, City Administrator Utilities Manager

RE: Discussion regarding building inspector and potential position changes

Background: In October 2024, Inspector Scheuerman is planning to retire. Inspector Scheuerman is currently a contracted position. As part of the 2024 budget, staff budgeted funding to bring the building inspector/zoning administrator position in-house moving forward. Staff posted, advertised, and shared this position for a number of months and did not receive applicants with enough experience to bring forward for consideration. Staff reached out to peers and several contacts at recruiting firms who indicated that this is currently one of the most difficult municipal government positions to fill given the level of credentialing that is required. In light of the limited applicant pool, Staff is currently investigating the following (more detail below):

- Contracting out the inspector position only, and;
- Bringing the zoning administration duties in-house as part of a new position

Contacted Inspector: Over the past several weeks, staff has had a number of conversations with Witkowski Inspections, which currently conducts the inspections in Sheboygan Falls, Kohler, Elkhart Lake, Waldo, and a number of smaller townships in the area. Witkowski Inspections has expressed interest to serve as a contracted building inspector. Witkowski Inspections has the experience and certifications needed to complete the work. As a result of more limited duties, current discussions with Witkowski Inspections would be 80% of permit revenue (Inspector Scheuerman currently receives 90% of permit revenue and \$1,200 per month to serve as zoning administrator). Witkowski Inspections would also request an updated fee schedule in 2025. Because the decrease in percentage of fees collected, the City would see an increase in permit revenue. Witkowski Inspections would also be willing to hold office hours at City Hall in a similar manner as Inspector Scheuerman. Office hours may be the inspector himself or a staff member of the company. Inspector Scheuerman also speaks highly of Witkowski Inspections.

Assistant Administrator/Community Development Director (Tentative Title Name): Staff's proposal is to create a new position that would help handle a number of topics that have been identified in the 2023-2026 Strategic Plan. In the short term, following the retirement of Inspector Scheuerman, several of these that can be managed by current staff but realistically additional support is needed to conduct these duties effectively:

- Serve as Zoning Administrator (Currently Building Inspector).
- Conduct and Improve Property Maintenance Reviews and Inspections. (Currently Building Inspector).
- Work to develop relationships with local businesses, future potential businesses, and key community organizations (Currently a Shared Responsibility).

- Support various City and Utility developments and planning efforts (Currently a Shared Responsibility)
- Increase and improve City and Utility Communications (Currently a Shared Responsibility).
- Serve as Grass/Weed Inspector (Currently a DPW Director).
- Help Support Miscellaneous Projects.

As a result of the decrease in the percentage of permit revenue collected by the new inspector, zoning administration costs no longer being paid to the building inspector, funds for an internal position already included in the 2024 budget, and being able to supplement this position via some Utility funding, Staff believes it can be added with limited-to-no impact on the City general fund budget. This position will be key moving forward into the future as we expect a number of new development projects and staff capacity is already stretched thin.

Staff wanted to discuss this concept with the Finance and Personnel Committee prior to the 2025 budget and Inspector Scheuerman's retirement.

Recommendation: Discuss and provide direction to City Staff regarding finalizing an agreement with Witkowski Inspections and feedback regarding the Assistant Administrator/Community Development Director role.