

# CITY OF PLYMOUTH, WISCONSIN

Tuesday, April 21, 2020

## Annual Organizational Meeting of the Common Council

Due to Wisconsin "Stay at Home" order, this meeting was conducted via telephone/audio conference call

### UNOFFICIAL MEETING MINUTES

1. **Call to order and roll call:** Mayor Don Pohlman called the meeting to order at 8:00 pm. On call of the roll, the following Aldermen were present via telephone: Jim Wilson, Greg Hildebrand, Jack Fernsler, John Nelson, Charles Hansen, Jim Sedlacek and Amy Odekirk. Present in person: Alderperson Diane Gilson. Also present via telephone: Interim City Administrator Cathy Austin. Present in person: City Administrator/Utilities Manager Brian Yerges, City Attorney Crystal Fieber and Human Resources Specialist Leah Federwisch.
2. **Pledge of Allegiance.**
3. **Approval of Council Meeting Minutes from March 31, 2020:** Motion by Sedlacek/Hansen to approve as stated. A voice vote of all aye was cast by the council. Motion carries.
4. **Discussion and possible action on Executive Recruitment Proposals for the City Administrator/Utilities Manager Position:** Human Resources Specialist Leah Federwisch presented the council with two proposals for the position. One from Public Administration Associates and the other from GovHR. Federwisch told the council that she recommends using GovHR as the recruiting firm. Federwisch stated that the main focus for the position will be on the Administrator role. Alders Hildebrand, Nelson, Hansen and Odekirk were all in support of Federwisch's recommendation. Alder Hansen mentioned that Public Administration Associates did seem to focus on the Plymouth area and that page three of the proposal states that the Mayor and Council will make the final decisions. City Administrator Brian Yerges and Federwisch mentioned that on page eight of GovHR's proposal it also states that the council will see everyone that has applied for the position but GovHR will assist with narrowing down the candidate pool for the council. Motion made by Hildebrand/Odekirk to approve GovHR's proposal for the recruitment process. A voice vote of all aye was cast by the council. Motion carries.
5. **Adjourn Sine Die:** Motion made by Sedlacek/Fernsler to adjourn at 8:19 p.m. Sine Die. A voice roll call vote was cast by the council. All voted aye. Motion carries.
6. **Reconvene – roll call:** Mayor Don Pohlman called the meeting to order at 8:21 pm. On call of the roll, the following Aldermen were present via telephone: John Nelson, Amy Odekirk, Charles Hansen, Jim Wilson, Jerry Matzdorf, Bob Schilsky, and Greg Hildebrand. Present in person: Alder Diane Gilson. Also present via telephone: Interim City Administrator Cathy Austin. Present in person: City Administrator/Utilities Manager Brian Yerges, City Attorney Crystal Fieber and Human Resources Specialist Leah Federwisch.
7. **Oath of Office – Mayor Donald Pohlman, Alderpersons Greg Hildebrand – District 1, Gerald Matzdorf – District 2, Robert Schilsky – District 3, Jim Wilson – District 4:** The Clerk administered the Oaths of Office to the Mayor and Alder people as stated.
8. **Elect Council President:** Alder Hildebrand made a motion to nominate Charles Hansen for Council President. There being no other nominations, the Mayor closed nominations. A voice vote was cast by the council. All voted aye. Motion carried.

9. **COUNCIL COMMITTEE APPOINTMENTS (1 yr):**

**Announce Mayoral Appointments:** The Mayor announced these appointments as stated.

- A. **Board of Review** – *Hildebrand and Council President*
- B. **Plan Commission** – *John Nelson*
- C. **Police & Fire Commission** – *Jack Fernsler (5yr)*

**Mayoral Appointments Requiring Council Approval (1 yr):** Motion made by Wilson/Nelson to approve appointments D through J. Motion carries.

- D. **Finance/Personnel** – *Greg Hildebrand, John Nelson, Amy Odekirk, Jim Wilson*
- E. **Public Works/Utility** – *Jerry Matzdorf, Bob Schilsky, Charles Hansen, Diane Gilson*
- F. **Library Board** – *Amy Odekirk*
- G. **Parks Committee** – *Charles Hansen*
- H. **Revolving Loan** – *Diane Gilson, & Staff Member Interim City Administrator Cathy Austin*
- I. **Community TV 14 Liaison** – *Jerry Matzdorf*
- J. **Room Tax Tourism Commission (2 City residents who hold local elected offices and 1 representative of City Staff** – *Charles Hansen, Mayor Don Pohlman, and Interim City Administrator Cathy Austin*

**Appointments by Council (1 yr):**

- K. **Public Safety Committee – 2 Council members** – *Bob Schilsky, Greg Hildebrand:* Alder Hansen made a motion to nominate Bob Schilsky and Greg Hildebrand to the Public Safety Committee, with none opposed, motion carries.
- L. **City Liaison to the PIC Board of Directors** – *Jim Wilson:* Alder Wilson made a nomination to nominate himself to the City Liaison to the PIC Board of Directors, with none opposed, motion carries.

10. **Adjourn to 8:00 PM on Tuesday, April 28, 2020:** Motion made by Odekirk/Wilson to adjourn. Motion carries. The meeting adjourned at 8:38 pm.

Minutes approved April 28, 2020

Sabrina Dittman, Clerk