

**FINANCE & PERSONNEL COMMITTEE
CITY OF PLYMOUTH, WISCONSIN
128 SMITH STREET, ROOM 303
TUESDAY, APRIL 13, 2021**

UNOFFICIAL MINUTES

1. **Call to order and roll call:** Chair Nelson called the meeting to order at 6:00 PM. On call of the roll, the following members were present: John Nelson, Jim Wilson, Mayor Donald Pohlman, and Amy Odekirk. Also present were City Administrator/Utilities Manager Jordan Skiff, Alders Charles Hansen, Diane Gilson, Jerry Matzdorf, Human Resources Specialist Leah Federwisch, and Finance Manager Kim Ross.
2. **Approval of meeting minutes for the March 9, 2021 meeting:** Motion made by Wilson/Hildebrand to approve as stated. Motion carries.
3. **Discussion and Possible Recommendation Regarding Position Descriptions for City Clerk/Deputy Treasurer, City Treasurer/Deputy Clerk, and General Accountant**
City Administrator/Utility Manager Skiff went over the position descriptions and gave a timeline of what the hiring process looks like. By the next regular Council meeting staff hopes to bring a Clerk appointment recommendation. April and May will be recruitment for the Treasurer position. Staff hopes to bring a Treasurer appointment recommendation to the Council in early June. Motion was made by Pohlman/Odekirk to recommend the position descriptions for City Clerk/Deputy Treasurer, City Treasurer/Deputy Clerk, and General Accountant to the Common Council. Upon the call of the roll, all voted aye. Motion carried.
4. **Discussion and Possible Recommendation Regarding Amendment to 2021 Salary Resolution** City Administrator/Utility Manager Skiff stated that HR looked at surrounding communities for salary ranges. Motion was made by Odekirk/Pohlman to recommend the amendment to the 2021 salary to the Common Council. Upon the call of the roll, all voted aye. Motion carried.
5. **Discussion and Possible Recommendation Regarding Addendum to funding Agreement with Plymouth Intergenerational Coalition** City Administrator/Utility Manager Skiff stated that he met with Generations Director Jane Brill to talk over the Plymouth Intergenerational Coalition agreement. The agreement was entered into in 2013. Since the new arrangement relieved the City of the need to operate a Senior Center, it provided \$120,000 to Generations for its operations. Since then the funding agreement has been updated periodically, with incremental increases in the City's contribution (approximately 1% per year). The new proposed addendum would cover the next three years and the City contribution would increase 2.5% in the first year, 2.75% in the second year, and 3.0% in the final year. Wilson stated that the senior center was only part of what Generations does. They offer great program to the City and surrounding communities. Motion was made by Hildebrand/Wilson to recommend the addendum to funding agreement with Plymouth Intergenerational Coalition to the Common Council. Upon the call of the roll, all voted aye. Motion carried.
6. **Adjournment:** Motion was made by Hildebrand/Odekirk to adjourn the meeting. A unanimous aye-vote was cast by the committee. Meeting adjourned at 6:35 p.m.

Respectfully submitted by Anna Voigt, Interim Clerk