

**FINANCE & PERSONNEL COMMITTEE  
CITY OF PLYMOUTH, WISCONSIN  
128 SMITH STREET, ROOM 303  
TUESDAY, MARCH 9, 2021**

**OFFICIAL 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 February 23, 2021 meeting:** Motion made by Wilson/Odekirk to approve as stated. Motion carries.
3. **Discussion and Possible Recommendation on Reorganization of Clerk and Treasurer Duties**  
Administrator / Utilities Manager Skiff introduced the proposed reorganization of the Clerk/Treasurer Office. The long-term plan includes separating the Clerk/Treasurer position into the Clerk/Deputy Treasurer and Treasurer/Deputy Clerk and hiring an accountant. The accountant would be replacing the part time accounts payable hours. After the Council approves the proposed Charter Ordinance it will not take effect until 60 days after its passage and publication. Nelson asked what expertise the staff would looking for the accountant position? Finance Manager Ross stated that right out of school would be fine. There is already a CPA on staff so the accountant wouldn't have to be a CPA. The candidate would preferably have some background in accounting. The Treasurer would preferably have financial background and would have gone to the Clerk / Treasurer Institute. Mayor commented that the City and Utilities staff have been sent to trainings and school in the past. Motion was made by Pohlman/Odekirk to recommend to the Common Council the reorganization of Clerk and Treasurer Office.
4. **Adjournment:** Motion was made by Pohlman/Odekirk to adjourn the meeting. A unanimous aye-vote was cast by the committee. Meeting adjourned at 7:00 p.m.

Respectfully submitted by Anna Voigt, Interim Clerk