

**FINANCE & PERSONNEL COMMITTEE  
CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, OCTOBER 13, 2020  
ROOM 303, CITY HALL, 128 SMITH STREET**

**MINUTES**

1. **Call to order and roll call:** Mayor Pohlman 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 Amy Odekirk and Greg Hildebrand. Also present were Interim City Administrator Cathy Austin, Alder Diane Gilson and Alder Charles Hansen.
2. **Approval of meeting minutes for the September 29, 2020 meeting:** Motion made by Wilson/Hildebrand to approve as stated. Motion carries.
3. **Discussion and possible recommendation of the Center for Tech and Civic Life-COVID-19 Response Grant Application:** City Clerk Dittman told the committee that the City of Plymouth qualifies for a grant for in the amount of \$5,000. Funding from this grant will go towards election expenses incurred between June 15<sup>th</sup> – December 31<sup>st</sup>. Qualifying expenditures include PPE gear, voter education and outreach efforts among others. Motion was made by Hildebrand/Wilson to recommend the approval of the grant application to the Center for Tech and Civic Life to the council for approval. Upon the call of the roll, all voted aye. Motion carries.
4. **Discussion and possible recommendation regarding Controlled Substances and Alcohol Use and Testing Policy and Procedures (CDL Policy):** Interim City Administrator Cathy Austin informed the committee of the changes within the current policy and asked for a recommendation to the council for approval of the CDL policy changes. Motion was made by Wilson/Hildebrand to make a recommendation to the council for approval. Upon the call of the roll, all voted aye. Motion carries.
5. **Discussion on Foot Protection Policy:** Interim Administrator Austin discussed possibly updating the city's foot protection policy to require steel/composite toed shoes for the DPW, Water and Sewer Divisions and Electric Department, this would also include seasonal employees. Currently, full time staff are reimbursed \$75.00 once per calendar year after submitting their receipts for the boots. It is now requested to increase this allowance to \$100.00 and to adjust the allowance to be received directly on a paycheck. Seasonal employees would receive a \$50.00 allowance if they work the majority of the season. Administrator Austin said that if recommended, an amendment to the policy would be created and would need to be approved by the council. All of the committee members were in favor of this.
6. **2021 Budget Discussion:** Interim Administrator Austin discussed the 2021 compensation for non-union employees along with operational budgets for the City Clerk-Treasurer's Office, Recreational & Leisure Services and the Department of Public Works & Sanitation departments. Further budget discussion to be held at a later date.
7. **Adjournment:** Motion was made by Hildebrand/Wilson to adjourn the meeting. A unanimous aye-vote was cast by the committee. Meeting adjourned at 6:35 p.m.

Respectfully submitted by Sabrina Dittman, Clerk