

**FINANCE & PERSONNEL COMMITTEE
CITY OF PLYMOUTH, WISCONSIN
TUESDAY, SEPTEMBER 29, 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 and Amy Odekirk. Absent: Greg Hildebrand. Also present were Interim City Administrator Cathy Austin, Police Chief Jeff Tauscheck, Deputy Police Chief Chris Ringel, Library Director Leslie Jochman, Rory Beebe, Mike Birschbach, Alder Diane Gilson and Alder Charles Hansen.
2. **Approval of meeting minutes for the August 18, 2020 meeting:** Motion made by Wilson/Odekirk to approve as stated. Motion carries.
3. **2021 Capital Improvement and Operational Budget:** Library Director Leslie Jochman, Police Chief Jeff Tauscheck and Deputy Police Chief Chris Ringel discussed their departments capital improvement and operational budgets with the committee.
4. **Discussion and possible recommendation for the re-classification of one DPW-Driver/Labor to an Arborist position:** Interim City Administrator Cathy Austin told the committee that there is a vacancy in the Department of Public Works department. DPW Superintendent Matt Magle would like to see the position be re-classified to an Arborist position. This position would still maintain the duties of a DPW labor, however, would possess or obtain an Arborist Certification. Motion was made by Odekirk/Wilson to recommend the re-classification of one DPW Driver/Labor to an Arborist position to the council for approval. Upon the call of the roll, all voted aye. Motion carries.
5. **Discussion and possible recommendation for COVID-19 Routes to Recovery Expenditures:** Interim City Administrator Cathy Austin discussed some requested projects that the Routes to Recovery would cover for the City Hall building. Modifications to the Clerk's Office and Zoning Office would be that the service window would be apart of the door. A quote for having the clerk's office side door be converted to an electric lock system was received. This would only authorize employee access into the clerk's office. The purchase of a camera system was also looked into. A Cisco Camera System would allow for in-person and virtual options using video conferencing for the Council and Committee meetings. Austin also said that rooms 210 & 305 are used for holding meetings in City Hall and it has become apparent that the WIFI signal in those rooms cannot support multiple devices. Quotes were received for data/network connection ports to help assist with multiple devices to connect to the internet. Estimated costs for these projects are \$30,118. Motion was made by Pohlman/ Wilson to recommend the expenditures to the council for approval. Upon the call of the roll, all voted aye. Motion carries.
6. **Adjournment:** Motion was made by Pohlman/Odekirk to adjourn the meeting. A unanimous aye-vote was cast by the committee. Meeting adjourned at 6:54 p.m.

Respectfully submitted by Sabrina Dittman, Clerk