

**FINANCE & PERSONNEL COMMITTEE  
CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, AUGUST 18, 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, Greg Hildebrand and Mayor Donald Pohlman. Absent: Amy Odekirk. Also present were Interim City Administrator Cathy Austin, Deputy Police Chief Chris Ringel, Alder Diane Gilson and Alder Charles Hansen.
2. **Approval of meeting minutes for the May 12, 2020 meeting:** Motion made by Hildebrand/Wilson to approve as stated. Motion carries.
3. **Tax Collection Hours – 2019 Collection Update:** Clerk Dittman provided the committee with an update on the 2019 tax collection, indicating that the tax collection time change was a success. City Hall did not receive any complaints from citizens. Dittman requested to continue offering tax collection at City Hall, Monday – Friday 10 a.m. – 2:00 p.m. The committee had no objections.
4. **Discussion and possible recommendation for stand-by pay for police officers:** Interim City Administrator Cathy Austin gave an overview of the policy. The purpose of the policy is that the need for additional police presence may be required for current events occurring locally or globally. The policy will help to ensure that police department employees are available and that they may need to be placed on standby. If the Chief of Police or other City Official with Authority order a police department employee to be on standby, the employee shall receive one hour of regular pay for each four hours of being on standby. Mayor Pohlman asked if the additional costs could be covered under the CARES funding. Interim City Administrator Austin stated that this would not be a COVID related expenditure. Committee member Nelson requested to have an annual report submitted to the Finance & Personnel Committee so that they can look to see what the additional costs incurred were for the year. Motion made by Pohlman/Wilson to recommend the policy to common council for approval. Upon the call of the roll, all voted aye. Motion carries.
5. **2021 Capital Improvement Budget Discussion:** Interim Administrator Austin provided the committee with City and Utility Capital Improvement Projects (CIP) spreadsheets of projects that were scheduled to be complete in 2020, however, due to COVID the projects were pushed out into 2021. Austin also provided 2021 CIP updates for the following departments: Utilities, Wastewater Treatment Plant, Water and Sewer, Stormwater, City and Utility IT and Admin and the Department of Public Works. Further discussion to be held at a future meeting.
6. **Adjournment:** Motion was made by Wilson/Hildebrand to adjourn the meeting. A unanimous aye-vote was cast by the committee. Meeting adjourned at 6:50 p.m.

Respectfully submitted by Sabrina Dittman, Clerk