

FINANCE & PERSONNEL COMMITTEE

CITY OF PLYMOUTH, WISCONSIN

TUESDAY, MAY 12, 2020

Due to Wisconsin "Stay at Home" order, this meeting was conducted via WebEx conference call

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 via WebEx: Alderpersons John Nelson, Jim Wilson, Amy Odekirk and Mayor Donald Pohlman. Also present via WebEx were Interim City Administrator Cathy Austin, Human Resources Specialist Leah Federwisch, Alderpersons Diane Gilson and Charles Hansen.
2. **Election of Committee Chair:** Mayor Don Pohlman nominated John Nelson for Committee Chair, seconded by Amy Odekirk. No other nominations were recommended. A unanimous aye-vote by the committee was cast.
3. **Approval of meeting minutes for February 25, 2020 meeting:** Motion made by Pohlman/Odekirk to approve as stated. Motion carries.
4. **2021 Budget Discussion:** Interim City Administrator Cathy Austin provided the committee with information pertaining to the budget calendar and budget guidelines. Interim City Administrator Austin mentioned an increase to the tax levy for \$100,000, wage increase of 3%, increase to contribution to health insurance by employees and to continue with Smith Street being the main Capital Improvement Project. Committee members were in concurrence with the proposed budget guidelines. Further discussion to be held at a later date.
5. **Common Council Meeting Time Change Discussion:** Clerk Dittman presented the committee with survey results that were taken in May. Survey results showed a high interest in moving the council meeting start time to 7:00 p.m. All committee members present were in favor of changing the regular council meeting time to 7:00 p.m. An ordinance will be prepared for the May 26th council meeting.
6. **Discussion and possible recommendation regarding: Office of City Administrator/Utilities Manager – Salary Range:** Human Resources Specialist Leah Federwisch began the discussion with a salary range recommendation of \$125,000 to \$140,000. Federwisch mentioned that in her discussions with Lee Szymborki of GovHR recruiting firm, Szymborki said that for the size and population of the City of Plymouth, the salary range seemed appropriate. The committee was in favor of this recommendation.
7. **Adjournment:** Motion was made by Pohlman/Nelson to adjourn the meeting. A unanimous aye-vote was cast by the committee. Meeting adjourned at 6:31 p.m.

Respectfully submitted by Sabrina Dittman, Clerk