

## **OFFICIAL MINUTES**

### **FINANCE & PERSONNEL COMMITTEE OF THE PLYMOUTH COMMON COUNCIL COUNCIL CHAMBERS**

**TUESDAY JUNE 25, 2024**

- 1. Call to order and roll call:** Mayor Pohlman called the meeting to order at 5:45 PM. On call of the roll, the following member were present: Mayor Pohlman, John Nelson, Jeff Tauscheck, Diane Gilson and Mike Penkwitz. Also present were: Alder. Greg Hildebrand, Alder. Angie Matzdorf, Police Chief Ken Ruggles, Director of Public Works Cathy Austin, Finance Director Chris Russo, City Administrator/Utilities Manager Tim Blakeslee, and City Clerk Anna Voigt.
- 2. Approval of meeting minutes for March 26, 2024 meeting:** Motion was made by Gilson/Tauscheck to approve the minutes. A unanimous aye vote was cast. Motion carried.
- 3. Appoint a Chairperson:** Mayor Pohlman nominated John Nelson to be Chairperson. John Nelson nominated Mike Penkwitz and Mike Penkwitz nominated Jeff Tauscheck. A unanimous ballot was handed out. Mike Penkwitz had a majority vote. Penkwitz accepted his nomination.
- 4. Discussion on Building Inspector Position:** City Administrator/Utilities Manager Blakeslee explained that in October 2024 Inspector Scheuerman is planning to retire. As part of the 2024 budget, staff budgeted funding to bring the building inspector/zoning administrator position in-house. Staff posted, advertised, and shared this position for a number of months and did not receive applicants with enough experience to bring forward for consideration. This position has been challenging to fill in many municipalities given the level of credentialing that is required. Witkowski Inspections has expressed interest to serve as a contracted building inspector. Witkowski Inspections has the experience and certifications needed to complete the work. Staff's proposal is to create a new position that would help handle a number of topics that have been identified in the 2023-2026 Strategic Plan. The committee agreed staff should move forward with an agreement with Witkowski Inspections and proceed with an Assistant Administrator/Community Development Director role.
- 5. Adjournment:** Motion was made by Pohlman/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.