

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, MAY 28, 2024 COMMON COUNCIL MEETING  
128 SMITH ST. PLYMOUTH, WI 53073**

**OFFICIAL MINUTES**

1. **Call to order and roll call:** Mayor Donald Pohlman called the meeting to order at 7:00 PM. On the call of the roll the following Alderpersons were present: Angie Matzdorf, Diane Gilson, Mike Penkwitz, Jeff Tauscheck, John Nelson, John Binder and Dave Herrmann. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Attorney Crystal Fieber, Police Chief Ken Ruggles, Director of Public Works Cathy Austin, Electrical Operations Manager Ryan Roehrborn and City Clerk Anna Voigt.
2. **Pledge of Allegiance.**
3. **Approval of the Consent Agenda (Alderpersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Nelson/Matzdorf to approve the consent agenda as listed and remove E. for further discussion. On the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meeting held Tuesday, May 14, 2024**
  - B. **Approve City and Utility Reports:**
    - I. **Electric, Water and Sewer Sales Report – April 2024**
    - II. **Utility Related Write Offs for June - \$2,478.78**
  - C. **Minutes acknowledged for filing – Committee of the Whole: May 14**
  - D. **Approve request from the Plymouth School District to hold the annual Homecoming Parade on Friday, October 4, 2024 line up beginning 3 PM. Parade starts at Mill St. and Caroline St. going East to North St.**
  - E. **Approve Application for Event: Nourish Farms Inc. – Farmers Market, to be held Thursdays, June – October. Request Park Shelter Fee be Waived.**
  - F. **Approve Sidewalk Café Permit from Moxie located at 301 E Mill St.**
  - G. **Approve Temporary Class “B” Alcohol License for Generations – Summer Concert Series, to be held at 150 Douglas Dr. on June 18, July 16, August 20 and September 17 from 5 PM – 8 PM. Underage persons are requested to be on the premise.**
  - H. **Approve Temporary Class “B” Alcohol License for Generations – Trivia Fundraiser Event, to be held at 1500 Douglas Dr. on August 18 from 1 PM to 4 PM. Underage persons are requested to be on the premise.**
4. **Audience Comments: Citizens comments must be recognized by the mayor or presiding officer and are limited to three minutes per person from those signed in on the registration sheet located at the back of the Council Chambers prior to the start of the meeting.** None
5. **Items removed from Consent Agenda:** Nelson asked the organizers for more information about the farmer’s market. Scott Overby explained that SCIO is no longer doing the farmers market in Plymouth. A few of the vendors along with Nourish are going to keep it going using Stayer Park in the downtown area. The farmers market will be this summer hopefully starting by June from 3 PM – 6 PM. It will be open to local vendors.
6. **Public Hearing followed by Discussion and Action:**
  - A. **No. 5 An Ordinance Amending Section 13-1-28 of the City of Plymouth, WI Zoning Code Regarding R6, High Density Multi-Family Residential District** Mayor Pohlman opened the public hearing at 7:11 PM. City

Administrator / Utilities Manager explained in March and April 2024 the Common Council adopted a new R6 zoning district to allow for the construction of larger multi-family units in Plymouth. There have been some minor tweaks needed to the code. Staff realized that having a 13 units per building would limit a development that would want to incorporate diverse sized of multi-family buildings. The proposed change would result in multi-family buildings between 3-units and 28-units. There being no public comments the mayor called the Public Hearing closed. Motion was made by Nelson/Tauscheck to approve Ordinance No. 5. Upon the call of the roll, all voted aye. Motion carried.

**7. New Business:**

**A. Appoint Carole O'Malley to Redevelopment Authority to fill Vacancy with a Term Ending August 2025 (Council Approval)**– Motion was made by Hildebrand/Penkwitz to approve the appointment of Carole O'Malley to the Redevelopment Authority. A unanimous aye vote was cast. Motion carried.

**B. Appoint Jane Meyer to Plan Commission to fill Vacancy with a Term Ending May 2026 (Mayor Appoints)** – Mayor, Don Pohlman announced appointment of Jane Meyer to the Plan Commission.

**C. Approval of Generations Funding Agreement - City**  
Administrator/Utilities Manager, Blakeslee explained the City has been providing annual funding to Generation since 2013. The commitment has been extended multiple times with the most recent agreement ending on April 30, 2024. Staff propose extending the funding agreement for an additional three – year period with a 2.14% increase per year. Motion was made by Binder/Tauscheck to approve the Generations Funding Agreement. Upon the call of the roll, Gilson, Nelson, Tauscheck, Herrmann, Matzdorf, Binder and Penkwitz voted aye. Hildebrand voted nay. Motion carried.

**D. Approval of CA Submission for Utilities Storage Building – City**  
Administrator/Utilities Manager Blakeslee explained that an indoor storage facility has been planned for Plymouth Utilities equipment for more than 5 years. Currently, a significant portion of the equipment sits outdoors and is exposed to the elements. For any utility project with a total cost that is anticipated to be more than \$1,600,000 a Certificate of Authority (CA) must be granted by the Public Service Commission prior to work commencing. Forster Electrical Engineering has developed a draft CA for submission to the PSC. Motion was made by Hildebrand/Tauscheck to approve the CA submission for Utilities Storage Building. Upon the call of the roll, all voted aye. Motion carried.

**8. Entertain a motion to go into closed session for the following:** Motion was made by Gilson/Herrmann to go into closed session. Upon the call of the roll, all voted aye. Motion carried.

pursuant to Wis. Stat. 19-85 (1)(g) conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding a claim from Andrea Fenner

**9. Entertain a motion to go into open session:** Motion was made by Nelson/Tauscheck to go into open session. Upon the call of the roll, all voted aye. Motion carried.

10. **Discussion and possible action on closed session item/s:** Motion was made by Tauscheck/Herrmann to deny the claim from Andrea Fenner. Upon the call of the roll, all voted aye. Motion carried.
  
11. **Adjourn to 7:00 PM on Tuesday, June 11, 2024:** Motion was made by Matzdorf/Hildebrand to adjourn the meeting. A unanimous aye vote was cast. Motion carried