

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, JUNE 11, 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, Greg Hildebrand 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, 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):** Clerk Voigt mentioned that item 3g had a typo. The Brown Bottle, City Club, Cozy Bar, Plymouth Tap, and Wild Shots Pub should say Class “B” Beer / “Class B” Liquor. Mayor Pohlman also noted the Council Meeting date for August as August 14 due to the 2024 Partisan Primary. Motion was made by Binder/Tauscheck to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, May 28, 2024**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 05/01/2024 – 05/31/2024**
 - C. **Minutes acknowledged for filing – Committee of the Whole: May 28 – Redevelopment Authority: May 30**
 - D. **Building Report for May 2024 – 50 permits at \$1,488,246.00**
 - E. **Approve Application for Event: Dire Dyes Open 4 / Disc Golf Tournament / Meyers Park – August 10 from 9 AM – 3 PM**
 - F. **Approve Request to Sell Police Department and Department of Public Works Surplus Equipment**
 - G. **Approve list July 1, 2024 to June 30, 2024 Alcohol Beverage License Application: Approved by Police Department and Clerk’s Office**
 - H. **Approve Sidewalk Café Permit for Cheese Counter and Dairy Heritage Center, 133 E Mill St.**
 - I. **Approve Temporary Class “B” Alcohol License for Plymouth Municipal Band – German Night in City Park, to be held at City Park 203 Suhrke Rd. On July 25 from 4 PM – 11 PM. Underage persons are requested to be on the premise.**
 - J. **Approve Council Meeting for August 13 to be moved to August 14 due to the 2024 Partisan Primary**
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: Lynn Elmer spoke in public comment about their interest in Plymouth allowing ATVs and UTVs. She would like to see the City of Plymouth allow them on City roads. She thinks it would be profitable for the city.
5. **Items removed from Consent Agenda:** None
6. **Public Hearing followed by Council Discussion and Action:**

A. Ordinance No. 6 – An Ordinance Amending 13-1-21, Zoning Map, and the City of Plymouth, Wisconsin Comprehensive Plan Existing Land Use Map and Future Land Use Plan Map by Changing Property from Heavy Industrial to General Business: Mayor Pohlman opened the public hearing at 7:07 PM. City Administrator / Utilities Manager explained Sargento's primary manufacturing facility is located at One Persnickety Place. This parcel also includes the legal non-confirming office building known as the LAG Building. The LAG building is a legal non-confirming structure because it encroaches on the setback requirement in the HI district on the north and west. In order to allow an addition to the LAG building, it must be brought into conforming zoning status. A Comp Plan Amendment and Rezoning must take place to allow the current structure to meet zoning code requirements and allow a potential future addition to the LAG building. There being no public comment the Mayor called the Public Hearing closed. Motion was made by Hildebrand/Matzdorf to approve Ordinance No. 6. Upon the call of the roll, all voted aye. Motion carried.

7. Ordinance:

A. No. 7 – Amending Section 2-4-7 of the City of Plymouth Code of General Ordinances Regarding the Parks Committee – City Administrator / Utilities Manager Blakeslee explained that in November 2023, the Common Council approved Ordinance No. 10 that moved the Parks Committee to meet on an as-needed basis. The Park Committee currently has 7 volunteer positions with currently 2 vacancies. Due to the more potentially sporadic meeting schedule, staff recommends reducing the number of committee members from 7 to 5. Motion was made by Nelson/Tauscheck to approve Ordinance No. 7. Upon the call of the roll, all voted aye. Motion carried.

8. Resolution:

A. No. 8 Approving the Compliance Maintenance Resolution to the Wisconsin Department of Natural Resources (CMAR) – Director of Public Works Austin reviewed the yearly CMAR required by the DNR. The purpose of CMAR is to evaluate the wastewater treatment system for problems or deficiencies. The overall grade for the treatment plant is an "A". Motion was made by Penkwitz/Herrmann to approve Resolution No. 8. Upon the call of the roll, all voted aye. Motion carried.

9. New Business:

A. Approval of Housing Study and Action Plan Proposal - City Administrator / Utilities Manager Blakeslee explained over the past year the Ad-Hoc Affordable Housing Committee collected information regarding the needs, opportunities, and challenges of housing in Plymouth. The first recommendation from the committee was the adoption of an R6 high-density zoning district. The second recommendation was to engage a consultant to facilitate the successful implementation of the community housing study and action plan. On June 5 the committee moved to recommend the proposal submitted by Redevelopment Resources. Motion was made by Nelson/Hildebrand to approve the housing study and action plan proposal from Redevelopment Resources. Upon the call of the roll, all voted aye. Motion carried.

B. Approval of Plymouth Substation #5 Structure and Materials Bid – City Administrator / Utilities Manager Blakeslee explained now that the final order for the CA has been issued for the substation staff is moving forward with

bidding the various components of the substation project. Bids for Plymouth Substation #5 Structure and Materials were opened May 31, 2024. The low bid was Border States totaling \$430,233.10. Motion was made by Tauscheck/Matzdorf to approve Substation #5 Structure and Materials Bid from Boarder States Electric for \$420,233.10 subject to attorney/staff review and approval of the terms and conditions. Upon the call of the roll, all voted aye. Motion carried.

- C. **Approval of Utilities Battery Backup Purchase** – City Administrator / Utilities Manager Blakeslee explained the Plymouth Utilities Building now approximately 12 years old, is beginning to show signs of aging, with components needing repair or replacement. The battery backup system and charger unit have deteriorated over time and are in need of replacement. Motion was made by Tauscheck/Hildebrand to approve the replacement 8-hour backup system in the amount of \$114,673.28. Upon the call of the roll, all voted aye. Motion carried.
- D. **Approval of Library AC Repair** - City Administrator / Utilities Manager Blakeslee explained that the library is served by several air conditioner units. One of the AC units that supports the 1st floor is no longer operational and is in need of replacement this year. Staff recommends using the capital fund balance to fund the repair this year. This would typically be a capital request but staff does not recommend waiting to replace this unit as it will put stress on the other AC units. Motion was made by Nelson/Tauscheck to approve the replacement of the Library AC repair for \$11,202. Upon the call of the roll, all voted aye. Motion carried.

- 10. **Adjourn to 7:00 PM on Tuesday, June 25, 2024:** Motion was made by Hildebrand/Binder to adjourn the meeting. A unanimous aye vote was cast. Motion carried.