

**CITY OF PLYMOUTH, WISCONSIN
WEDNESDAY, AUGUST 14, 2024 COMMON COUNCIL MEETING
128 SMITH ST. PLYMOUTH, WI 53073**

OFFICIAL MINUTES

1. **Call to order and roll call:** Mayor Pohlman called the meeting to order. On the call of the roll the following were present: Dave Herrmann, Angie Matzdorf, Diane Gilson, Mike Penkwitz, John Binder, and John Nelson. Also present were: City Administrator/Utilities Manager Ryan Roehrborn, Deputy Police Chief Matt Starker, Director of Public Works Cathy Austin, Finance Director Chris Russo, and City Clerk Anna Voigt.
2. **Pledge of Allegiance**
3. **Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Binder/Gilson to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, July 30, 2024**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 07/01/2024 – 07/31/2024**
 - C. **Minutes acknowledged for filing – Plan Commission: August 1 – Community Television: July 8 – Committee of the Whole: July 30 – Housing Authority: July 7**
 - D. **Building Report for July 2024 – 50 permits at \$2,009,877.00**
 - E. **Approve Temporary “Class B” and Class “B” Beer license for Plymouth Intergenerational Coalition, 1500 Douglas Dr. Suite D on August 16, 2024 from 5:30 PM – 9:00 PM for Paul Todd Jr. Concert & Dinner.**
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: Hat VH Vrba spoke about the limit of political signs on her property. She would like to have as many as she wants to. John Nelson also spoke about the number of political signs on a property and stated that there should be rules to follow and the current ordinance is 3 political signs of a certain size. He also thanked everyone who help to pour the foundation at City Park for the Sugar Shack.
5. **Items removed from Consent Agenda:** None
6. **Public Hearing followed by Council Discussion and Action:**
 - A. **Ordinance No. 11 – An Ordinance Amending 13-1-21, Zoning Map, of the City of Plymouth by Changing Property from Multi-Family Residential to Traditional Neighborhood** – Mayor Pohlman opened the public hearing at 7:10 PM. City Administrator/Utilities Manager Blakeslee explained that parcels 59271821046 and 59271821047 are located directly south of Fairfield Plaza and east of Plymouth High School. The SCEDC is requesting a rezoning for a proposed single family home development. A draft site plan for the upcoming development will be discussed in more detail at an upcoming Plan Commission meeting. There being no public comment the Mayor called the public hearing closed. Motion was made by Nelson/Matzdorf to approve Ordinance No. 11. Upon the call of the roll, all voted aye. Motion carried.

7. **New Business:**

- A. **Approve Job Description for Assistant Administrator/Community Development Director** – Blakeslee, City Administrator / Utilities Manager explained that Inspector Scheuerman is planning to retire in October. As part of the 2024 Budget staff budgeted funding to bring the building inspector/zoning administrator position in-house. After posting the position, staff realized this was going to be a difficult position to fill. Finance and Personnel Committee recommended staff to move forward with contracting out the inspector position and bringing the zoning administration duties in-house as part of a new position. The second part of this project is to create the Assistant Administrator/Community Development Director position. Motion was made by Nelson/Penkwitz to approve the job description and direct staff to move forward with the hiring process. Nelson said the description is good and this is a great investment for the City. This is the way a business would be run and will help with development. Penkwitz agreed with Nelson. Mayor stated that this will be a good addition to help with development projects in the future. Upon the call of the roll, all voted aye.
- B. **2023 Audit Presentation/Report Acceptance** – Finance Director Russo introduced Jusin Hoagland and Aaron Worthman from Baker Tilly. They gave a presentation on the City and Utility’s audit. Motion was made by Herrmann/Penkwitz to accept the 2023 audit reports and related financial statements. A unanimous aye vote was cast. Motion was carried.
- C. **Extraterritorial CSM Seeking Approval for All of the NW ¼ of the SW ¼ ; Part of the SW ¼ of the NW ¼ ; and Part of the SE ¼ of the NW ¼ ; All in Section 8, T.15N., R.21E., Town of Plymouth, Sheboygan County Wisconsin (W6387 Karpathy Ln.)** – Blakeslee, City Administrator/Utilities Manager explained that property owner Clayton Brath would like to divide a portion of their property in the Town of Plymouth to 3 Lots. The City serves as the extraterritorial plat review jurisdiction for this property. Motion was made by Nelson/Matzdorf to approve the Extraterritorial CSM listed. Upon the call of the roll, all voted aye. Penkwitz abstained. Motion carried.
- D. **Mayor Appoints with Council Approval ¾ majority required of Terry Abler, Mel Blanke, and Scott Flood to Revolving Loan Committee until May 2027.** – Mayor Pohlman announced the appointment of Terry Abler, Mel Blanke and Scott Flood to the Revolving Loan Committee. Motion was made by Binder/Penkwitz to approve the appointments. Upon the call of the roll, all voted aye. Motion carried.
- E. **Mayor Appoints with Council Approval ¾ majority required of Brian Doudna to Ad Hoc Affordable Housing Committee** – Mayor Pohlman announced the appointment of Brian Doudna to the Ad Hoc Affordable Housing Committee. Motion was made by Nelson/Binder to approve the appointment. Upon the call of the roll, all voted aye. Motion carried.

8. **Adjourn to 7:00 PM on Tuesday, August 27, 2024:** Motion was made by Herrmann/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.