

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, OCTOBER 25, 2022 COMMON COUNCIL MEETING
128 SMITH ST. PLYMOUTH, WI 53073**

OFFICIAL MEETING MINUTES

1. **Call to order and roll call:** Mayor Don Pohlman called the meeting to order at 7:00 PM. On call of the roll, the following Alderpersons were present: Charles Hansen, Angie Matzdorf, Diane Gilson, Greg Hildebrand, Jim Wilson and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works/City Engineer Cathy Austin, Utility Finance Director Kim Ross, and City Clerk /Deputy Treasurer Brenda Hanson.
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 Wilson/Odekirk to approve the items on the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meetings held Tuesday, October 11, 2022**
 - B. **Approve City and Utility Reports:**
 - I. **Electric, Water and Sewer Sales Report – September 2022**
 - II. **Utility Related Write Offs for October - \$2,553.42**
 - C. **Minutes acknowledged for filing – Plan Commission: October 6 - Parks Committee: October 10 - Finance & Personnel Committee: October 11 — Downtown Design Guidelines: October 13**
 - D. **Approve Application for a Class B Combination Liquor License for 52 Stafford, 52 Stafford St., from Jessica Bumbard-Kinch, Agent, to be effective on October 26, 2022. Approved by the Clerk’s Office and Police Department.**
 - E. **Approve Application for Room Tax Permit for 52 Stafford**
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:** John Binder from 421 Ann Dr. spoke about including an environmental plan the comprehensive plan for 2022-2024.
5. **Items removed from Consent Agenda: None**
6. **New Business:**
 - A. **TDS Fiber Presentation – Tim Blakeslee, City Administrator/Utilities Manager:** Blakeslee introduced Bruce Shead from TDS. TDS Fiber presented information regarding their upcoming project in Plymouth. Once work begins, the project is expected to take approximately 3 years to complete. Staff will be working with TDS on a Pole Contact Agreement for overhead fiber and a fiber swap agreement to get fiber access to select city facilities.
 - B. **Repeal and recreate the External Social Media Policy – Tim Blakeslee, City Administrator/Utilities Manager:** Blakeslee explained that the City maintains social media sites as a public service to provide information about City programs, services, projects, issues, events, and activities. City staff

prepared the External Social Media Policy to establish the guidelines for all external communications from the City for social media in general. Motion was made by Nelson/Hansen to repeal and recreate the External Social Media Policy. Upon the call of the roll, all voted aye. Motion carries.

- C. Approval of 2022 Comprehensive Plan Update – Tim Blakeslee, City Administrator/Utilities Manager:** Blakeslee explained that the City of Plymouth is legally obligated to have a comprehensive plan. Part of the requirements, a comprehensive plan must be updated every 10 years at minimum. The Bay-Lake Regional Planning Commission prepared this plan with assistance and participation from the City of Plymouth, including its staff, Planning Commission, citizens and stakeholder of Plymouth. At the meeting on October 6, 2022 Plan Commission unanimously recommended that the Common Council approve the 2022-2024 Comprehensive Plan. Motion was made by Odekirk/Hildebrand to approve the 2022-2024 Comprehensive Plan. Upon the call of the roll, all voted aye. Motion carries.
- D. Approval of Vacation Policy / Handbook Amendment – Leah Federwisch, Human Resources Specialist:** Blakeslee explained staff is recommending a change in the number of floating holidays from 1 to 2 in the personnel Manual for non-unionized staff to match the same number of scheduled paid days off as the Police Union. Motion was made by Nelson/Wilson to approve the Personnel Manual amendment request as presented by staff. Upon the call of the roll, all voted aye. Motion carries.
- E. Approve Removing the December 27 Council meeting – Anna Voigt, City Clerk:** Voigt stated that in the past Council has removed the last meeting in December due to the Holidays. Motion was made to approve removing the December 27 council meeting. A unanimous aye vote was cast. Motion carries.
- F. Discussion/Action regarding Ad-Hoc Affordable Housing Committee – Alderperson John Nelson:** Alder. Nelson presented the idea of creating an Ad-Hoc for Affordable Housing in the City. Nelson stated he would like to address the housing issues in Plymouth. The Sheboygan County Economic Development Corporation (SCEDC) is working on this effort through Sheboygan County. Motion was made by Nelson/Hansen to direct staff to create a resolution creating an Ad-Hoc for Affordable Housing. Upon the call of the roll, all voted aye. Motion carries.
- G. Announce Public Hearing to be held at Common Council Tuesday, November 15, 2022 at 7:00 PM in Room 302 at City Hall, 128 Smith Street, Plymouth, WI regarding the proposed 2023 Budget followed by consideration of adoption of the 2023 Budget – Mayor Pohlman**

- 7. Adjourn to 7:00 PM on Tuesday, November 15, 2022:** Motion was made by Wilson/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carries.