

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, FEBRUARY 14, 2023 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, Diane Gilson, Greg Hildebrand, Bob Schilsky, Amy Odekirk, Mike Penkwitz, Angie Matzdorf and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Director of Public Works Cathy Austin, Fire Chief Ryan Pafford and City Clerk / Deputy Treasurer Anna Voigt.

2. **Pledge of Allegiance.**
 - A. **Approval of the Consent Agenda (Alderpersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Nelson/Hansen to approve the consent agenda with a change to the minutes. Upon the call of the roll, all voted aye. Motion carried. Mayor Pohlman let various audience members speak about their events.
 - B. **Approve minutes of the meetings held Tuesday, January 24, 2023**
 - C. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 01/01/23 -01/31/23**
 - D. **Minutes acknowledged for filing – Finance and Personal: January 24 –Police and Fire Commission: January 17– Plan Commission: February 2**
 - E. **Building Report for January 2023 – 19 permits at \$764,576.00**
 - F. **Approve 6 Temporary Class “B” Beer licenses for St. John the Baptist Congregation, 115 Plymouth Street, for Fish Fry’s to be held in their Church Hall on February 24, March 3, 10, 17, 24 and 31, 2023 from 4:00 PM – 6:30 PM. Underage persons are requested to be allowed on the premise.**
 - G. **Approve Cigarette and Tobacco License for Luxury Smoke LLC at 2617 Eastern Ave.**
 - H. **Approve Application for Event: Plymouth Chamber of Commerce – Cheese Capital Festival, to be held June 24, 2023 from 8AM – 10 PM. Request Park Shelter Fee be waived.**
 - I. **Approve Application for Event: Plymouth Chamber of Commerce – Mill Street Festival, to be held July 8, 2023 from 8AM – 5PM. Request Park Shelter Fee be waived.**
 - J. **Approve Application for Event: Plymouth Chamber of Commerce – Cheese Capital Wine Walk, to be held August 18, 2023 from 4PM – 7:30 PM. Request Park Shelter Fee be waived.**
 - K. **Approve Application for Event: Plymouth Chamber of Commerce – Pumpkin Walk, to be held October 27, 2023 from 4PM – 9PM. Request Park Shelter Fee be waived.**
 - L. **Approve Application for Event: Plymouth Chamber of Commerce – Holiday Parade, to be held November 24, 2023 from 6PM – 8PM**
 - M. **Approve Temporary Change of Premise for 52 Stafford to include the parking lot owned by the American Legion on February 18, 2023 expiring February 19, 2023**

3. **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: Joy Hearth, the owner of a downtown pet grooming business, spoke about a parking spot outside her business. She would like to have a permanent spot on Mill Street for her customers. Judge Natasha Torri is running for Sheboygan County Circuit Court / District 2. Natasha spoke about herself and her concerns she has seen while she served as the municipal court judge in City of Sheboygan and Village of Kohler.

4. Items removed from Consent Agenda: None

5. Proclamation:

A. National Future Business Leaders of America week February 5-11, 2023: Mayor Pohlman presented the Proclamation to Todd Williams and students. Williams explained that their FBLA Chapter is currently working on a National Recognition Program called Champion Chapter. The program is divided into five sessions throughout the school year with twelve tasks to complete for each session. One of the tasks that they have been charged with is "Ask an elected official to sign an FBLA Week Proclamation." Motion was made by Hildebrand/Gilson to approve the Proclamation. A unanimous aye vote was cast. Motion carried.

6. New Business:

A. Appointment of Mike Penkwitz to Finance Committee – Mayor appointed Mike Penkwitz to Finance Committee. A motion was made by Hildebrand/Odekirk to approve the appointment. Upon the call of the roll, all voted aye. Motion carried.

B. Appointments to Ad-Hoc Affordable Housing Committee – Blakeslee explained that in November of 2022 the Council adopted a resolution creating an Ad-Hoc Affordable Housing Committee. Per the resolution, the committee is to be made up of; Donald Pohlman (Mayor), John Nelson (Aldersperson), Greg Hidebrand (Aldersperson), Jeremy Schellin (Plan Commission), Brian Doudna (SCEDC), Derrick Hermann (Business Representative), Kristine Hartmann (Business Representative) and Tim Blakeslee (City Administrator/Non-voting). Motion was made by Hansen/Matzdorf to approve everyone listed to the Ad-Hoc Affordable Housing Committee. Upon the call of the roll, all voted aye. Motion carried.

C. 2022 Fire Department Year in Review / Firefighter Commendation - Fire Chief Pafford went over the 2022 annual report for the Plymouth Fire and Rescue. The Plymouth Fire and Rescue responded to 330 calls to service, of the 330 calls 159 were emergency medical calls. The Plymouth Fire and Rescue is staffed by 39 personnel with 30 of those trained in emergency medical services. Over the past year those members completed over 5,000 hours of training. Pafford introduced Assistant Chief Mike Birschbach, Captain Zach Rick, Captain Justin Vorpapel and Firefighter Brian Freund to recognize them for their instruction during a survival training.

D. Approve Agreement with Mead & Hunt Inc. to assist with the WWTP Digester Roof bidding and construction process – Director of Public Works Austin explained that the entire cover will need to be replaced on the primary digester. Funds for this project are not budgeted and will come from Wastewater Treatment Plant reserves. Austin indicated due to the emergency nature of this work; Administrator Blakeslee has preauthorized Mead & Hunt to begin their work. Motion was made by Hildebrand/Odekirk to approve the professional service agreement with Mead & Hunt Inc. in the amount not to exceed \$27,510. Upon the call of the roll, all voted aye. Motion carried.

7. **Entertain a motion to go into closed session for the following:** Motion was made by Nelson/Hansen to go into closed session. Upon the call of the roll, all voted aye. Motion carried.
Pursuant to Wis. Stat. 19.85 (1)(c) considering employments, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding City Administrator / Utilities Manager
8. **Entertain a motion to go into open session:** Motion was made by Gilson/Odekirk to go into open session. Upon the call of the roll, all voted aye. Motion carried.
9. **Discussion and possible action on closed session item:** None
10. **Adjourn to 7:00 PM on Tuesday, February 28, 2023:** Motion was made by Odekirk/Hansen to adjourn the meeting. A unanimous aye vote was. Motion carried.