

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, APRIL 25, 2023 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 call of the roll, the following Alderpersons were present: Greg Hildebrand, Jeff Tauschedk, Diane Gilson, Bob Schilsky, Angie Matzdorf, Mike Penkwitz, and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Interim Police Chief Matt Starker, Director of Public Works Cathy Austin, and City Clerk / Deputy Treasurer 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/Gilson to approve the consent agenda as stated. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, April 11, 2023**
 - B. **Approve City and Utility Reports:**
 - I. **Electric, Water and Sewer Sales Report – April 2023**
 - II. **Utility Related Write Offs for May - \$2,916.88**
 - C. **Minutes acknowledged for filing – Library Board: March 6 – Police & Fire Commission March 29 and April 14 – Plan Commission: April 6 – Housing Authority: April 5 – Community Television: March**
 - D. **Approve request from the Plymouth School District to hold the annual Homecoming Parade on Friday, September 29, 2023 line up beginning 3 PM. Parade starts at Mill St. and Caroline St. going East to North St.**
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:** None
6. **Public Hearing followed by discussion and action:**
 - A. **Ordinance No. 5 Amending Sections 13-1-132 and 13-1-221 of the City of Plymouth, Wisconsin zoning code regarding Solar Energy Conversion Systems and Definitions.** – City Administrator/Utilities Manager Blakeslee explained that currently solar energy conversion systems that are constructed on a principal or accessory structure are allowed as permitted accessory uses in certain districts, but require a conditional use approval for all other districts. In addition, the usage of mounted solar panels counts towards the total allowable accessory area per lot in all districts. Upon review of the ordinance, staff recommends that solar energy conversion systems constructed on a principal or accessory structure be permitted use in all districts and that mounted solar panels not count toward the allowable accessory area. Plan Commission recommended that Council adopt Ordinance No. 5 with the request that language be added to the decommissioning plan section that if a free-standing solar facility becomes unusable because of poor conditions it would trigger decommissioning of the panels. Mayor declared the public hearing open at 7:02 PM regarding Ordinance No. 5. There being no public

comments the Mayor called the Public Hearing closed. Motion was made Hildebrand/Matzdorf to approve Ordinance No. 5 as presented. Upon the call of the roll, all voted aye. Motion carried.

7. CITIZEN COMMITTEE APPOINTMENTS:

Announce Mayoral appointments: Mayor Pohlman appointed the following as listed A-C

- A. Joint Review Board (1 yr. term) – *Grace Meyer*
- B. Plan Commission (3 yr. term) – *Ron Nicolaus & Carol O'Malley*
- C. Police & Fire Commission (5 yr. term) – *Gary Rooker*

Mayoral Appointments requiring Council approval: Mayor Pohlman appointed the following as listine A-B. Motion was made by Nelson/Tauscheck to approve the appointment. A unanimous aye vote was cast. Motion carried.

- A. Library Board (3 yr. term) – *Julie VanNorwick & Matt Kaczkowski*
- B. Room Tax Commission (1 yr. term) – *Jessica Bumbar-Kinch & Mary Hauser*

8. Proclamation:

- A. Recognition of Library Week in the City of Plymouth on -** Mayor Pohlman presented the Proclamation to Library Board Member Julie VanNorwick. VanNorwick spoke briefly about the Library and the great things the library has to offer. Motion was made by Tauscheck/Hildebrand to approve the Proclamation of Library Week. A unanimous aye vote was cast. Motion carried.

9. New Business:

- A. Extraterritorial Land Divison Seeking Approval via CSM; The West ½ of the Northwest ¼ of Section 20, T15N-R22E, Town of Sheboygan Falls, Sheboygan County, Wisconsin –** City Administrator/Utilities Manager Blakeslee explained that property owner Darin Straus would like to divide and sell two acres from his property in the Town of Sheboygan Falls. The City of Plymouth serves as the extraterritorial plat review jurisdiction for this property. Plan Commission recommended the Council approve the CSM as presented. Motion made by Hildebrand/Gilson to approve the Extraterritorial as presented. A unanimous aye vote was cast. Motion carried.
- B. Acceptance of Restoration Of Our Trees Sheboygan (ROOTS) Grant Funding from Sheboygan County Rotary Foundation in the amount of \$10,000 –** Director of Public Works Austin explained that Common Council passed Resolution 27 in 2018 supporting the Rotary Club of Sheboygan and the Lakeshore Natural Resource Partnership, Inc. Restoration of our Trees Sheboygan (ROOTS) Program to mitigate the effects of the emerald ash borer (EAB) in Sheboygan County. The City has been successful in 2020, 2022 and again in 2023 in obtaining grant dollars to help plant more trees. Motaion was made by Nelson/Penkwitz to approve the \$10,000 ROOTS grant funding for 2023 Collaborative Emerald Ash Borer Mitigation Project. A unanimous aye vote was cast. Motion carried.

10. Entertain a motion to go into closed session for the following: Motion was made by Tauscheck/Penkwitz to go into closed session. A unanimous aye vote was cast. Motion carried.

Entertain a motion to go into closed session for the following:
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 the Staff Accountant - Finance Manager

11. **Entertain a motion to go into open session:** Motion was made by Gilson/Penkwitz to go into open session. A unanimous aye vote was cast. Motion carried.
12. **Discussion and possible action on closed session item:** Motion was made by Nelson/Hildebrand to approve the salary of the Finance Manager and Accountant. Upon the call roll, all voted aye. Motion carried.
13. **Adjourn to 7:00 PM on Tuesday, May 9, 2023:** Motion was made by Hildebrand/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.