

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, JANUARY 14, 2025 COMMON COUNCIL MEETING  
7:00 PM COUNCIL CHAMBERS, ROOM 302  
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: Angie Matzdorf, Greg Hildebrand, Diane Gilson, John Binder, Dave Herrmann, John Nelson, Mike Penkwitz, and Jeff Tauscheck. Also present: City Administrator/Utilities Manager Tim Blakeslee, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, Director of Public Works Cathy Austin, Electrical Operation Manager Ryan Roehrborn, Assistant Administrator/Community Development Director Jack Johnston 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 Herrmann/Hildebrand to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meeting held December 10, 2024**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 12/1/24 – 12/31/24**
    - II. **Electric, Water and Sewer Sales Report – November 2024**
    - III. **Utility Related Write Offs for December – \$2,580.94**
  - C. **Minutes acknowledged for filing – Police & Fire Commission: December 3– Plan Commission: December 5 – Committee of the Whole: December 10**
  - D. **Building Report for December 2024 – 16 permits at \$24,184,934**
  - E. **Approve Lead Lineman Job Description**
  - F. **Approve Stormwater Drainage Facilities Maintenance Agreement Between The City of Plymouth, Wisconsin And Landing At Hub City LLC**
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. 1 An Ordinance Amending Section 13-1-75 of the General Code of Ordinance of the City of Plymouth, Wisconsin Regarding Detached Heating Systems** – Mayor Pohlman opened the public hearing at 7:02 PM. City Administrator / Utilities Manager explained detached heating systems are not currently regulated when attached to structures that are unsuitable for human habitation for example a pool based on the definition of such a system in municipal code. To install a detached heating system, there are requirements; it must be manufactured, must meet code requirements, but also must meet distance requirements from other properties. The distance

requirements limit the ability to have such systems near other homes. In July 2024 a resident raised concerns about a detached heating system in their neighborhood being used to burn wood constantly to heat a pool causing constant smoke in the area. Alderperson Nelson requested that this item be placed on the Committee of the Whole Agenda for discussion. The Committee did refer to Plan Commission since it is a zoning code Ordinance and Plan Commission and unanimously recommended the Ordinance to Council. Blakeslee stated the only change is instead of regulating for habitable home it will regulate for all detached outdoor heating systems. Alderperson Nelson stated that it makes sense to him if a structure that's burning wood is limited because weather it is providing heat for a home or pool the smoke is a nuisance and that's why he thinks a good idea to include it for uses on a property. Alderperson Hildebrand stated that this doesn't apply to fireplaces and wood burning apparatuses that have gotten building permits in the past and are grandfathered in. Hildebrand investigated if the resident with the wood burner for his pool got a building permit. He did not pull a permit so when it comes to this Ordinance it doesn't come into play for him anymore. Blakeslee added if there was an item already in place that was correctly permitted because it's a zoning code it would be grandfathered, in this case there was not a permit pulled. With no other comments the Mayor closed the public hearing at 7:06 PM. Motion was made by Nelson/Tauscheck to approve Ordinance No. 1 regarding Section 13-1-75(f) regarding detached heating systems. Upon the call of the roll, all voted aye. Motion carried.

- B. Ordinance No. 2 An Ordinance Amending the City of Plymouth, Wisconsin Comprehensive Plan Existing Land Use Map and Future Land Use Plan Map by Changing Property from Commercial to Residential (Parcel # 59271821077)** – Mayor Pohlman opened the public hearing at 7:07 PM. City Administrator / Utilities Manager stated Ordinance No. 2 and Ordinance No. 3 are related to parcel # 59271821077 situated south of Jimmy John's, Scooter's and Advanced Auto Parts. Plankview Green Development, LLC has submitted the request for rezoning and comprehensive plan amendment to support future multi-family residential project. The current future land use map designates this parcel as Commercial. Plankview Green Development, LLC seeks an amendment to reclassify the parcel as Residential. The parcel is also currently zoned B-3 Highway Business, and the request is to rezone it as R-6 High-Density Multi-Family Residential. Kevin Sande stated he is concerned with the increased traffic in the area from the new developments. He stated there is going to be an extra 500-600 cars on the street in Plymouth and wants to know what the traffic plan is for having more vehicles. With no other comments the Mayor closed the public hearing at 7:12 PM. Motion was made by Binder/Tauscheck to approve Ordinance No. 2 An Ordinance Amending the City of Plymouth, Wisconsin Comprehensive Plan Existing Land Use Map and Future Land Use Plan Map by Changing Property from Commercial to Residential (Parcel # 59271821077). Upon the call of the roll, all voted aye. Motion carried.
- C. Ordinance No. 3 An Ordinance Amending Section 13-1-21, Zoning Map of the Zoning Code of the City of Plymouth (Parcel # 59271821077)** – Mayor Pohlman opened the public hearing at 7:14 PM. With no comments the Mayor closed the public hearing at 7:15 PM. Motion was made by Tauscheck/Matzdorf to approve Ordinance No. 3 An Ordinance Amending

Section 13-1-21, Zoning Map of the Zoning Code of the City of Plymouth (Parcel # 59271821077) Upon the call of the roll, all voted aye. Motion carried.

**7. New Business:**

**A. Discussion and Possible Action of Ski Hill Construction Passthrough Agreement with County DPW / CCWP / and City of Plymouth** – City Administrator / Utilities Manager Blakeslee explained at the Council meeting on November 12, 2024, the City entered into an Exclusive License Agreement with Cheese Capital Winter Park, Inc (CCWP) to provide winter recreational activities at Nutt Ski Hill. Sheboygan County has agreed to support earthwork and construction for the Ski Hill. However, the County can only directly contract with municipalities. This amendment to the license agreement with the CCWP specifies that the City will directly contract with the County and the Ski Hill group will provide funds in advance to an escrow account. The County will bill the City of Plymouth during the project, and the City will reconcile expenses with CCWP following construction. Motion was made by Tauscheck/Herrmann to approve the first amendment to Exclusive License Agreement for Nutt Ski Hill. Mayor Pohlman asked as a passthrough from the County to the Ski Hill Group is the City liable for any unpaid or uncomplete work? Blakeslee answered that the City wouldn't be liable it would be all on the CCWP. Upon the call of the roll, all voted aye. Motion carried.

**8. Entertain a Motion to go into Closed Session for the following:** Motion was made by Hildebrand/Tauscheck to go into Closed Session. Upon the call of the roll, all voted aye. Motion carried.

Pursuant to Wis. Stat. 19.85 (1)(g) conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding – Substation

AND

Pursuant to Wis. Stat. 19.85 (1) (b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member of other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session regarding an alcohol license denial

**9. Entertain a motion to go into open session:** Motion was made by Gilson/Tauscheck to go into open session. Upon the call of the roll, all voted aye. Motion carried.

**10. Discussion and possible action on Closed Session Item:** Motion was made by Hildebrand/Tauscheck to deny the bartender license for Amber Greyn. Upon the call of the roll, all voted aye. Motion carried.

11. **Adjourn to 7:00 PM on Tuesday, January 28, 2025:** Motion was made by Herrmann/Tauscheck to adjourn the meeting. A unanimous aye vote was cast, motion carried.