

**PUBLIC WORKS & UTILITIES COMMITTEE OF  
THE PLYMOUTH COMMON COUNCIL  
CITY OF PLYMOUTH, WISCONSIN**

**Tuesday February 8, 2022**

1. **Call to order & Roll Call:** The Public Works & Utilities Committee held a meeting on Tuesday, February 8, 2022 at 6:00 PM. On the call of the roll, the following members were present: Mayor Don Pohlman, Diane Gilson, Charles Hansen and Bob Schilsky. Also present was Interim City Administrator/Utilities Manager Cathy Austin, Alderperson Greg Hildebrand, Utilities Finance Manager Kim Ross and City Clerk Anna Voigt.
2. **Approval of September 28, 2021 Meeting Minutes:** Motion was made by Pohlman/Schilsky to approve minutes as stated. Motion carries.
3. **Update on Railroad Crossing Decision:** Interim City Administrator/Utilities Manager Austin went over the final decision issued by the Office of the Commissioner of Railroad. Stop signs will be added to the E. Clifford St. crossing, no parking signs will be added on South St railroad crossing, parallel track warning signs need to be added for north and southbound traffic before the intersection at Suhrke Rd., and a street light plan needs to be submitted for Willow Rd crossing. Alderman Hansen asked if the city would have to pay for lighting on Willow Rd. Mayor Pohlman stated that it would more than likely be at the City's expense.
4. **Discussion and possible recommendation regarding ordinance amending stop sign intersections pursuant to the Order from the Office of the Commissioner of Railroads:** Interim Administrator/Utilities Manager explained that this ordinance is in regards to a final decision issued by the Office of the Commissioner of Railroad. This ordinance allows stop signs to be installed on E. Clifford St. and Willow Rd railroad crossing. Motion was made by Schilsky/Pohlman to recommend Council to Amend Section 10-1-25, Stop Intersection, Schedule A, to include stop signs at the E. Clifford St. and Willow Rd Railroad Crossing. On the call of the roll, all voted aye. Motion carries.
5. **Discussion and possible recommendation regarding ordinance amending South St. Parking:** Interim Administrator/Utilities Manager explained that this ordinance is in regards to a final decision issued by the Office of the Commissioner of Railroad. This ordinance allows no parking signs to be installed at the South St. railroad crossing. Motion was made by Hansen/Schilsky to amend Schedule C of Section 10-1-47. On the call of the roll, all voted aye. Motion carries.
6. **Discussion and possible recommendation regarding update of Plymouth Utilities Customer Care Manual:** Interim Administrator/Utilities Manager Austin and Utilities Finance Manager Ross reviewed the changes to the Customer Car Manual. There was mostly clean up on the pages. There was a section added for procedure for non-standard meter agreements. Motion made by Pohlman/Hansen to recommend Council to update the Plymouth Utilities Customer Care Manual. On the call of the roll, all voted aye. Motion carries.
7. **Adjournment:** Motion was made by Pohlman/Schilsky to adjourn the meeting. A unanimous aye vote was cast. Motion carries.