

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, FEBRUARY 22, 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: Amy Odekirk, Charles Hansen, Diane Gilson, Greg Hildebrand, Jim Wilson, Bob Schilsky, Angie Matzdorf, and John Nelson. Also present were: Interim City Administrator/Utilities Manager Cathy Austin, City Attorney Crystal Fieber, Building Inspector Pete Scheuerman, Police Chief Jeff Tauscheck, Fire Chief Ryan Pafford and City Clerk 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 Hildebrand/Odekirk to approve all items listed. Upon the call of the roll, all voted aye. Motion carries.
  - A. **Approve minutes of the meeting held Tuesday, February 8, 2022**
  - B. **Approve City and Utility Reports:**
    - I. **Electric, Water and Sewer Sales Report – January 2022**
    - II. **Utility Related Write Offs for February- \$395.59**
  - C. **Minutes acknowledged for filing – Plan Commission: February 3 – Housing Authority: February 9 – Park Committee: February 14 – Downtown Design Guidelines Ad Hoc Committee: February 10 – Plymouth Community Television: January 17 – Public Works and Utilities Committee: February 8**
  - D. **Approve update of Plymouth Utilities Customer Care Manual**
  - E. **Approve Parade Request & Street Use Permit from The Fig and the Pheasant for the annual St. Patrick’s Day Parade on Thursday, March 17<sup>th</sup> from 10:30 AM to 11:30 AM, beginning at the former Family Video, proceeding west on Eastern Ave. to Mill St. and south on Stafford St., with request to close Mill St. from the Plymouth Arts Center to Stafford St. and Stafford St. from Mill St. to 52 Stafford St., - Approved by Director Austin and Chief Tauscheck**
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. **Public hearing relating to amendment of \$2,750,000 City of Plymouth, Wisconsin Revenue Bonds, Series 2016 (Society of St. Vincent de Paul of Plymouth, Inc. Project) Issued on March 31, 2016:** Mayor Pohlman declared a public hearing open at 7:02 PM. Attorney Fieber briefly went over the Revenue Bond for St. Vincent de Paul. This Revenue Bond is a little different than the ones the city usually sees. The city is not the borrower, but is the issuer for the Revenue Bond. The original Revenue Bond was issued in 2016 in conjunction with Bank First National. In the Bond agreement it states that if any amendment to the bond takes place it needs to come before the Council for approval. St. Vincent de Paul is looking to refinance creating an amendment with a lower interest rate. Following the public hearing there

will be a resolution amending the revenue bond. Mayor Pohlman added that this is referred to as a pass-through bond. The city is not liable for anything. With no comments from the public the public hearing was closed.

**7. Resolution**

- A. No. 1 - Consideration of “Resolution Authorizing Amendments to \$2,750,000 City of Plymouth, Wisconsin Revenue Bonds, Series 2016 (Society of St. Vincent de Paul of Plymouth, Inc. Project) Issued on March 31, 2016”:** Motion was made by Hansen/Nelson to approve Resolution 1 of 2022. Upon the call of the roll, all voted aye. Motion carries.

**8. New Business:**

- A. Approve Appointment of Dennis McMullen to the Plymouth Housing Authority:** Motion was made by Hildebrand/Odekirk to appoint Dennis McMullen to the Plymouth Housing Authority. A unanimous aye vote was cast. Motion carries.
- B. Award bid to PTS Contractors for the 2022 Street Project in the amount of \$757,500.00:** Interim City Administrator/Utilities Manager Austin stated that bids were open last week for the Plymouth St. project. The city received 9 bids with PTS Contractors coming in at the lowest and under budget. Motion was made by Nelson/Hansen to award PTS Contractors for the 2022 Street Project in the amount of \$757,500.00. Upon the call of the roll, all voted aye. Motion carries.
- C. Approval of Construction Management Proposal for the 2022 Street Project from Kapur & Associates. Estimated cost of \$86,570.00:** Motion was made by Odekirk/Gilson to approve Kapur & Associates as the Construction Managers for the 2022 Street Project for an estimated cost of \$86,570.00. Upon the call of the roll, all voted aye. Motion carries.
- D. Approve Contract Amendment with INDWIS, Inc to include Zoning Administrator Duties:** Interim City Administrator/Utilities Manager Austin explained that this amendment is to include Zoning Administrator Duties and to be compensated appropriately. Motion was made by Nelson/Hansen to approve the Contract Amendment with INDWIS, Inc to include Zoning Administrator Duties. Hansen asked if this amendment was for the rest of the calendar year. Austin stated that INDWIS contract was up for renewal at the end of 2022. Upon the call of the roll, all voted aye. Motion carries.

- 9. Entertain a motion to go into closed session for the following:** Motion was made by Nelson/Odekirk to go into closed session. Upon the call of the roll, all voted aye. Motion carries.

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 claims from Peter and Trudy Moehring

- 10. Entertain a motion to go into open session:** Motion was made by Hildebrand/Odekirk to go into open session. Upon the call of the roll, all voted aye. Motion carries.

- 11. Discussion and possible action on closed session items:** Motion was made by Hildebrand/Odekirk to deny the claim from Peter and Trudy Moehring. Upon the call of the roll, all voted aye. Motion carries.

- 12. Adjourn to 7:00 PM on Tuesday, March 8, 2022:** Motion was made by Nelson/Gilson to adjourn. A unanimous aye vote was cast. Motion carries.

Minutes approved March 8, 2022

Anna Voigt, City Clerk