

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, MAY 31, 2022 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 Don Pohlman called the meeting to order at 7:00 PM. On call of the roll, the following Alderpersons were present: Amy Odekirk, Greg Hildebrand, Jim Wilson, Bob Schilsky, John Nelson, Charles Hansen and Angie Matzdorf. Also present were: Interim City Administrator/Utilities Manager Cathy Austin, City Attorney Crystal Fieber, City Treasurer Brenda Hanson 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 Wilson/Schilsky to approve all the items listed. Upon the call of the roll, all voted aye. Motion carries.
 - A. **Approve minutes of the meeting held Tuesday, May 10, 2022**
 - B. **Approve City and Utility Reports:**
 - I. **Electric, Water and Sewer Sales Report – April 2022**
 - II. **Utility Related Write Offs for May - \$3,293.02**
 - C. **Minutes acknowledged for filing – Housing Authority: May 22 – Community Television: May 10 – Plan Commission: May 5 – Committee of the Whole: May 10, May 14, and May 19 – Library Board: March 7 – Parks Committee: May 9**
 - D. **Approve Temporary Class “B” Alcohol License for Generations – Summer Concert Series, to be held at 1500 Douglas Dr. on June 21, July 19, August 16, and September 20 from 5 PM – 8 PM. Underage persons are requested to be on the premise.**
 - E. **Approve Temporary Class “B” and “Class B” Alcohol License for Generations – 10th Anniversary Celebration Gala, to be held at 1500 Douglas Dr. on September 23 from 5 PM – 11 PM. Underage persons are requested to be on the premise.**
 - F. **Approve Temporary Class “B” and “Class B” Alcohol License for Generations – Paul Todd at Twilight, to be held at 1500 Douglas Dr. on August 9 from 5 PM – 8 PM. Underage persons are requested to be on the premise.**
 - G. **Approve Temporary Class “B” Alcohol License for Plymouth Youth Athletic Association – Baseball Tournament, to be held at Lions Park, Rotary Par, and Carl Loebe Field 6/17/22 – 6/19/22 from 8 AM – 10 PM. Underage persons are requested to be on premise.**
 - H. **Approve change of agent for “Class A Combo” Alcohol License for Rstore / GPM Southeast, LLC to Rhonda Urlaub – Approved by Clerk’s Office and Police Department**
 - I. **Approve Water Operator Job Descriptions**
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 Council discussion and action:**

- A. Ordinance No. 6 – An Ordinance Amending the City of Plymouth, Wisconsin, Comprehensive Plan Planned Use Map by Changing Property from General Industrial to Single Family Residential:** Mayor Pohlman declared the Public Hearing open for Ordinance Number 6. Interim City Administrator/Utilities Manager Austin explained that Leslie Pulsen purchased a portion of a parcel from the City of Plymouth. The parcel is currently zoned as general industrial. City Attorney Fieber added Wisconsin State Statute requires that any amendment to a city zoning ordinance or map be consistent with the City’s Comprehensive Plan. The Plan Commission has recommended the Common Council amend the Comprehensive Plan. There being no comments, the mayor declared the Public Hearing closed. Motion was made by Hansen/Odekirk to approve Ordinance 6 of 2022 as presented. On the call of the roll, all voted aye. Motion passes.
- B. Ordinance No. 7 – An Ordinance Amending Section 13-1-22, Zoning Map, of the Zoning Code, of the City of Plymouth:** Mayor Pohlman declared the Public Hearing open for Ordinance Number 7. Interim Administrator/Utilities Manager Austin explained this is for the same parcel in Ordinance Number 6. This is a request to rezone from General Industrial to Single Family Residential. Plan Commission recommended the Common Council rezone the parcel as described. There being no comments, the mayor declared the Public Hearing closed. Motion was made by Nelson/Hansen to approve Ordinance Number 7 as presented. On the call of the roll, all voted aye. Motion passes.

7. **CITIZEN COMMITTEE APPOINTMENTS:**

Announce Mayoral appointments: The Mayor announced his appointment for the Downtown Design Guideline Ad Hoc Committee and appointed Carole O’Malley as Chairperson for Board of Appeals. The Joint Review Board member was moved to the next agenda.

- A. Downtown Design Guideline Ad Hoc Committee – *Jarin Gelhar*
- B. Board of Appeals – *Carole O’Malley as Chairperson*
- C. Joint Review Board – *Public Member*

Mayoral Appointments requiring Council approval Motion was made by Hildebrand/Wilson to approve the Board of Appeals appointments as stated. A unanimous aye vote was cast. Motion carries.

- A. Board of Appeals – *Grace Meyer (filling vacancy to 2023), Ken Stoffregen (filling vacancy to 2025)*

8. **Resolutions:**

- A. No. 6 – Compliance Maintenance Resolution to the Wisconsin Department of Natural Resources:** Interim City Administrator/Utilities Manager Austin explained that this is an annual report that needs approval from Council to be filed with DNR. There were no violations in 2021. Motion was made Odekirk/Hildebrand to approve the resolution as presented. On the call of the roll, all voted aye. Motion carries.

9. **New Business:**

- A. **Approve Council Date Change August 9, 2022 Council Meeting:** City Clerk/Deputy Treasurer Voigt asked Council to move the August 9 Council meeting to August 16 due to the 2022 Partisan Primary. Motion was made by Wilson/Schilsky to move the meeting to August 16. A unanimous aye vote was cast. Motion carries.
 - B. **Approve the purchase of a Flagpole at the Library from National Flagpole for a total of \$2,679.00. Payment to be paid for from the Contingency Fund:** Interim City Administrator/Utilities Manager Austin explained that the libraries flagpole fell over. To replace the pole the library would go over budget. Motion was made Hildebrand/Odekirk to approve the purchase of a flagpole at the Library from National Flagpole for a total of \$2,679 using money from the Contingency Fund. Upon the call of the roll, all voted aye. Motion carries.
10. **Adjourn to 7:00 PM on Tuesday, June 14, 2022:** Motion was made by Wilson/Schilsky to adjourn the meeting. A unanimous aye vote was cast, motion carries.