

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, AUGUST 16, 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, Angie Matzdorf, Diane Gilson, Greg Hildebrand, Jim Wilson and Bob Schilsky. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works/City Engineer Cathy Austin, Interim Police Chief Matthew Starker and City Treasurer/Deputy Clerk Brenda Hanson.
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/Gilson to approve all the items listed. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meetings held Tuesday, July 26, 2022**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 7/1/22-7/31/22**
  - C. **Building Report for July 2022 – 38 permits estimated at \$1,980,968.00**
  - D. **Minutes acknowledged for filing –Plymouth Public Library Board of Trustees: July 11 – Plymouth Community Television: July 18 - Housing Authority: August 10**
  - E. **Approve Temporary Class B Alcohol License for Cheese Capital Wine Walk hosted by Plymouth Chamber of Commerce on August 19, 2022 from 6:00 PM- 9:00 PM. Underage persons are not requested on premise.**
  - F. **Approve Application for a Class B Combination Liquor Reserved License for Las Brisas II LLC, 1414 Eastern Ave., from Irvin DeJesus Biviano, President, to be effective on August 16, 2022. Approved by the Clerk’s Office and Police Department**
4. **Introduction of Timothy Blakeslee, City Administrator/Utilities Manager:** Mayor Pohlman welcomed new City Administrator/Utilities Manager Tim Blakeslee.
5. **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
6. **Items removed from Consent Agenda:** None
7. **New Business:**
  - A. **2021 Audit Presentation by Amanda Blomberg-City and Gwen Zech-Utility from Baker Tilly:** Finance Manager Kim Ross introduced Amanda Blomberg and Gwen Zech from Baker Tilly. Blomberg presented the City’s audit highlighting the general fund results, trends and general obligation debt for 2021. Zech presented the Utility’s audit highlighting the revenue, debt and cash on hand.
  - B. **Appointment of City Administrator/Utilities Manager Tim Blakeslee to the Room Tax Commission:** Motion by Wilson/Hildebrand to approve appointment. A unanimous aye vote was cast. Motion carried.
  - C. **Appointment of City Administrator/Utilities Manager Tim Blakeslee to Revolving Loan Committee:** Motion by Odekirk/Wilson to approve appointment. A unanimous aye vote was cast. Motion carried.
  - D. **Appointment of City Administrator/Utilities Manager Tim Blakeslee to the WPPI Board of Directors:** Motion by Hildebrand/Matzdorf to approve appointment. A unanimous aye vote was cast. Motion carried.

**E. Approve Council Date Change November 8, 2022 Council Meeting:** City Treasurer/Deputy Clerk Hanson asked Council to move the November 8 Council meeting to November 15 due to the 2022 General Election. Motion by Hansen/Wilson to move the meeting to November 15, 2022. A unanimous aye vote was cast. Motion carried.

8. **Adjourn to 7:00 PM on Tuesday, August 30, 2022:** Motion by Odekirk/Wilson to adjourn. A unanime aye vote was cast. Motion carried.