

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, AUGUST 30, 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: John Nelson, Greg Hildebrand, Angie Matzdorf, Jim Wilson, Amy Odekirk, Charles Hansen, Bob Schilsky and Diane Gilson. 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 Hildebrand/Odekirk 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, August 16, 2022**
 - B. **Approve City and Utility Reports:**
 - I. **Electric, Water and Sewer Sales Report – July 2022**
 - II. **Utility Related Write Offs for August - \$1,784.92**
 - C. **Minutes acknowledged for filing – Police and Fire Commission: July 19 – Room Tax Commission: August 4 - Plan Commission: August 4 – Police and Fire Commission: August 8 – Plymouth Housing Authority: August 10 – Board of Appeals: August 15 – Public Works & Utilities Committee: August 16**
 - D. **Approve Street Use Permit from Mary Jo Herrmann for Neighborhood Block Party on Sunday, September 11, 2022 12pm – 4pm. Street proposed to use is 519 to 525 Cloverdale Ln.**
 - E. **Approve change of agent for Class “A” Beer & “Class A” Liquor (Cider) for Kwik Trip Inc to Kristal Sullivan – Approved by Clerk’s Office and Police Department.**
 - F. **Approve Thomas Schultz Farm Land Lease Agreement.**
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. **New Business:**
 - A. **Application for a Class “B” Beer License for Plymouth Wine & Cheese LLC, 3250 Highway PP, from Connie Klapperich, Secretary, to be effective on August 30, 2022. – recommend to deny by Police Department:** Blakeslee explained the Class “B” Beer License request for Plymouth Wine & Cheese. The request is for open consumption at the station, however they do not meet the requirements set in State Statute because of closing hours, not allowing underage people on the premise, having licensed operators, having a secondary doorway that serves as a safety exit and not having a walled off partition separating the area. Starker went and reviewed property, finding it not in compliance. Starker explained a separate in/out is need for this area and could have open containers in

any area which could lead to other stores requesting same. Starker stated it was denied because the requirements of State Statute were not met. Blakeslee added that he spoke with property manager to explain the request not meeting State Statute. The property manager requested that the item be kept on agenda for consideration and know that per Municipal Code a formal response would be sent if necessary and they have the right to appeal before Council at a later date. Motion Nelson/Hansen to deny Class "B" Beer License for Plymouth Wine & Cheese. Upon the call of the roll, all voted aye. Motion carried.

- B. Approval of GovHR Police Chief Recruitment Contract:** Blakeslee explained the previous Police Chief candidate accepted position with neighboring municipality. Following deliberation the Police and Fire Commission requested to move forward with a recruitment firm to support the Police Chief search. Since City staff worked with GovHR to recruit Administrator position, a quote was requested for recruitment of Police Chief position. A recruitment firm broadens the ability to reach out to candidates already in their network as well as state wide resources. It allows due diligence of the candidates and tailors recruitment to the Police and Fire Commission. Pending approval Lee Szymborski will meet with Police and Fire Commission tailoring their approach to what is being looked for as a Police Chief. Mr. Szymborski serves on Mequon Police and Fire Commission giving him good inside info for hiring in Police Departments. Cost of proposal is \$22,500.00. With the Chief vacancy, there is some budget capacity in the Police Department and any additional overage can be covered by the contingency fund. Motion Hildebrand/Nelson to approve hiring of GovHR to recruit Police Chief in the amount of \$22,500.00. Upon the call of the roll, all voted aye. Motion carried.
- C. Update City/Utility IT:** Dave Augustin presented the existing plan for cyber security for the City of Plymouth/Plymouth Utilities. The threat exists and is growing. Cyber insurance is a requirement with our CVMIC insurance. It is also included in the audit criteria. Augustin discussed the project phases that will be accomplished this year to meet these requirements. He also provided ways to help minimize possible attacks. Required training will be held for all City/Utility staff, including Council in the near future.

- 7. Adjourn to 7:00 PM on Tuesday, September 13, 2022:** Motion by Odekirk/Matzdorf to adjourn. A unanime aye vote was cast. Motion carried.