

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, SEPTEMBER 27, 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, Bob Schilsky and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works/City Engineer Cathy Austin, Interim Police Chief Matthew Starker, Fire Chief Ryan Pafford 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/Matzdorf 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, September 13, 2022**
 - B. **Approve City and Utility Reports:**
 - I. **Electric, Water and Sewer Sales Report – August 2022**
 - II. **Utility Related Write Offs for September - \$4,790.43**
 - C. **Minutes acknowledged for filing – Plymouth Public Library Board of Trustees: August 1 – Plymouth Community Television: No meeting, only cashflow report - Plan Commission: September 1 – Housing Authority: September 7 – Downtown Design Guidelines Ad Hoc Committee: September 8 – Redevelopment Authority: September 14**
 - D. **Approve Street Use Permit from Wendy Conto for Neighborhood Picnic on Sunday, October 2, 2022 11am – 7pm. Street proposed to use is back cul de sac of Prairie Rd.**
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. Amy Binsfeld – State Assembly candidate shared what she stands for. She gave personal background and her reasons for wanting to serve the community with the council. Binsfeld wants to take the community needs back to the State on behalf of the community, including supporting law enforcement and that schools are teaching that children need respect.
5. **Items removed from Consent Agenda.** None
6. **Resolution**
 - A. **No. 8 - Consideration of Resolution Authorizing Amendments to \$10,000,000 City of Plymouth, Wisconsin Industrial Development Revenue Bonds, Series 2015 (OCS Plymouth, LLC) Issued on January 28, 2015:** Blakeslee explained that the City entered into these Industrial Development Revenue Bonds in 2015 as a pass-through entity. It is a reorganization of the agreement by the other parties to update interest rates and other language. No additional cost is being incurred by the City. City is asked to make amendment to current bond agreement. Motion by Nelson/Odekirk to approve Resolution No. 8. Upon the call of the roll, all voted aye. Motion carried.

7. **New Business:**

- A. **Approve Retaining Wall Easement Agreement:** Austin explained the collapsing of the garage wall behind Cozy Bar that abuts the Police parking lot began caving in last winter causing erosion and ultimately if not correct would impact the City Hall parcel. Cozy Bar owner Amber asked if the City would assist in building a retaining wall as it would also benefit our infrastructure. When a neighboring property to the east had a similar issue occur, Public Works built that wall in early 2000's. The agreement with Amber is to pay \$6,000.00 one-time to help pay for the wall. She has installed the wall because of a public safety aspect concern as well as a power pole and transformer near by. Long term maintenance is on Amber's parcel. Motion by Wilson/Hansen to approve retaining wall easement agreement. Hansen asked where the funds will come from. Austin stated the funds would come from Contingency Fund. Mayor clarified that liability would be assumed by Amber after this point. Austin confirmed yes. Gilson asked what the total cost was. Mayor stated that our part would be the \$6,000 and the total was not known. Upon the call of the roll, all voted aye. Motion carried.
- B. **Update Fire Cadet Program:** Pafford presented the Fire Cadet Program. He has been working on developing the program since last October with Crystal's help and it will kick off during Fire Prevention week doing applications that Friday. The program is designed to get the youth 14-18 of the community involved in public safety. This could be thought of in the same way as an apprenticeship program and is also an opportunity for recruitment. Nelson asked how many students would be anticipated. Pafford stated about five is a good number for the department. Mayor questioned if it would be like job shadowing. Pafford commented yes, the basic firefighter skills would be learn so that if they'd go to school for it, they'd be well prepared and ahead of those in school with them. Nelson asked if they'd also be involved with ambulance. Pafford stated at the age of 16 an EMR license could be obtained and they would be able help.
- C. **Demonstration SCBA Gear** – Pafford thanked the council for allowing them to purchase the new SCBA gear with the American Rescue Plan Funds. Lieutenant Mike Birschbach presented the differences between the 22 year old pack and the new pack. Main differences include PSI allowing them to stay inside fire scene longer, the pack moves with you, cloth parts are removable and washable, lifetime warranty so packs aren't out of service, less batteries needed, lighter and wider masks, clearer communication (more understandable) and mask parts are also removable and washable. Mayor asked about the weight difference. Pafford stated the new pack is three pounds heavier, but with better distributed weight. Hansen asked if the commander knows when the alarm goes off. Birschbach explained the interior officer knows and the entire group exits to get new packs.
- D. **Discussion/action regarding City Administrator/Utilities Manager appointment to committees, boards, etc.:** Hansen explained that from the meeting on August 16, when the City Administrator was approved for three different positions - Room Tax Commission, Revolving Loan Committee and WPPI Committee wondered why this isn't done automatically, why does he/she have to be appointed each year. After some investigating with Blakeslee's help, WPPI would stay as it is since it is not a City owned organization. Under Section 2-4-3 and Section 2-4-16 states representative of City staff, proposing this be changed to City Administrator. Motion by Odekirk/Hansen to direct City Attorney drafting Ordinances to appointment the City Administrator to the Room Tax Commission and Revolving Loan Committee. Hildebrand stated that is just lazy and it is acknowledgement to the citizens of Plymouth when people are acknowledge for going on a committee/commission. Wilson questioned if any one else is ever appointed. Mayor stated that over the years others have been appointed

other than the City Administrator, but not recently. Hansen believes that since the City has had a City Administrator that has been the case. Mayor respectfully disagrees with proposal. It is a reminder/highlights of the many boards/activities that the City Administrator is a part of in as a part of his job. The appointment process is a good thing. Hanson stated not all committee members are appointed, ie. the Mayor on the Plan Commission. Upon the call of the roll, Aye: Nelson, Odekirk, Hansen, Wilson, No: Gilson, Hildebrand, Matzdorf, Schilsky. Tie 4-4. Mayor votes No. Motion failed.

8. **Entertain a motion to go into closed session for the following:** Motion by Wilson/Hildebrand to go into closed session. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Pursuant to Wis. Stat. 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – purchase of 133 E Mill Street.**
9. **Entertain a motion to go into open session:** Motion by Hansen/Wilson to go into open session. Upon the call of the roll, all voted aye. Motion carried.
10. **Discussion and possible action on closed session items:** Motion by Nelson/Hansen to approve the option to purchase 133 E Mill St/Cheese Counter for \$1. Upon the call of the roll, Aye: Matzdorf, Odekirk, Wilson, Hanson, Nelson, Schilsky and Gilson, No: Hildebrand. Motion carried.
11. **Adjourn to 7:00 PM on Tuesday, October 11, 2022:** Motion by Wilson/Matzdorf to adjourn. A unanimous aye vote was cast. Motion carried.