

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, NOVEMBER 15, 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 7:20 PM. On call of the roll, the following Alderpersons were present: Charles Hansen, Angie Matzdorf, Diane Gilson, Greg Hildebrand, Jim Wilson, Amy Odekirk, Bob Schilsky and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works/City Engineer Cathy Austin, Deputy Police Chief Matt Starker, and Fire Chief Ryan Pafford.
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 the items on the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meetings held Tuesday, October 25, 2022**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 10/01/2022-10/31/2022**
  - C. **Building Report for October 2022 – 36 permits estimated at \$2,526,865**
  - D. **Minutes acknowledged for filing – Plymouth Community Television: September 19 - Library Board: October 3 - Police and Fire Commission: October 6 - Finance & Personnel Committee: October 25 - Plan Commission: November 3**
  - E. **Approve Application for a Class B Combination Liquor License for In the Bag LLC, 202 Elizabeth St., from Andra Humphrey, Agent, to be effective on December 1, 2022. Approved by the Clerk’s Office and Police Department.**
  - F. **Approve Application for a Class B Beer Class C Wine Liquor License for Devour WI LLC, 1611 Eastern Ave., from Dennis Erdly, Agent, to be effective on December 1, 2022. Approved by the Clerk’s Office and Police Department.**
  - G. **Approve Temporary Class B Alcohol License for Plymouth Historical Society Wine & Cheese Evening: A Christmas Fundraiser on November 17, 2022 from 4 PM – 8 PM. Underage persons are not requested on premise.**
  - H. **Approve request from Plymouth Chamber of Commerce to hold annual Plymouth Holiday Gathering Parade on Friday, November 25, 2022 beginning at 7 PM. Parade line-up will start at 6 PM.**
  - I. **Approval of December 5 Fire Department annual recognition dinner in the Fire Department training hall (including alcohol in the building)**
  - J. **Approve Sheboygan County Sheriff’s Department Joint Powers 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. **Public Hearing followed by discussion and action:**
  - A. **Resolution No. 9 Resolution Adopting the Annual Budget, Making Appropriations, and Levying 2023 Property Taxes – Tim Blakeslee, City Administrator/Utilities Manager:** Mayor Pohlman declared the public hearing open at 7:26 PM regarding Resolution No. 9. There being no public comments the Mayor call the Public Hearing closed at 7:31. Motion was made by Hildebrand/Gilson to approve Resolution 9 as stated. Upon the call of the roll, 7 voted aye, 1 obtained. Motion carries.
7. **New Business:**
  - A. **Discussion/Action on Hours of Office Operation – Tim Blakeslee, City Administrator/Utilities Manager:** Blakeslee explained that the City utilizes summer hours of operation from April to October each year. Summer hours of operation were originally implemented in 2019. In 2019 there was discussion at the Council level to make the hours permeant. Staff will utilize summer hours of operation and still maintain a 40 hour work week. Motion was made by Nelson/Hansen to approve the office hours of operation. Upon the call of the roll, all voted aye. Motion carries.
  - B. **Discussion/Action on agreement with Wagner Excavating to Raze Building and Restore Lot at 313 Forest Avenue – Cathy Austin, Director of Public Work and City Engineer:** Austin explained that the structure (home/garage) at 313 Forest Ave. is under a raze order since January 2022. The order required the property owner to raze the structure within 60 days. Since the property owner failed to comply to the order on their own, the Sheboygan County Circuit Court has given the City of Plymouth the right to raze the structure. The City sent out a request for proposals and received one proposal for the work from Wagner Excavating, Inc. for a total of \$24,320. The work will be bill to the property owner. Motion was made Hildebrand/Matzdorf to approve agreement with Wagner Excavation to Raze Building and Restore Lot at 313 Forest Ave. for a total of \$24,320. Upon the call of the roll, all voted aye. Motion carries.
8. **Entertain a motion to go into closed session for the following:** Motion was made by Odekirk/Hildebrand 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 claim from Joseph Meidl
9. **Entertain a motion to go into open session:** Motion was made by Hansen/Gilson to go into open session. Upon the call of the roll, all voted aye. Motion carries.
10. **Discussion and possible action on closed session item:** Motion was made by Hildebrand/Odekirk to deny the claim from Joseph Meidl. Upon the call of the roll, all voted aye. Motion carries.
11. **Adjourn to 7:00 PM on Tuesday, November 29, 2022:** Motion was made by Hildebrand/Hanson to adjourn the meeting. A unanimous aye vote was cast. Motion carries.