

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, FEBRUARY 28, 2023 COMMON COUNCIL MEETING  
128 SMITH ST. PLYMOUTH, WI 53073**

**OFFICIAL MEETING MINUTES**

1. **Call to order and roll call:** Mayor Donald Pohlman called the meeting to order at 7:00 PM. On call of the roll, the following Alderpersons were present: Charles Hansen, Diane Gilson, Bob Schilsky, Amy Odekirk, Mike Penkwitz, Angie Matzdorf and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Director of Public Works Cathy Austin, Library Director Leslie Jochman, Human Resources Specialist Leah Federwisch, Interim Police Chief Matt Starker, and Clerk/Deputy Treasurer 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 Nelson/Matzdorf to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried. Alderperson Nelson talked about the 2<sup>nd</sup> year of Maple Festival. The family friendly event will be held April 1 and show how maple syrup is made.
  - A. **Approve minutes of the meetings held Tuesday, February 14, 2023**
  - B. **Approve City and Utility Reports:**
    - I. **Electric, Water and Sewer Sales Report – January 2023**
    - II. **Utility Related Write Offs for February - \$1,662.54**
  - C. **Minutes acknowledged for filing – Finance and Personal: February 14 – Plymouth Television: January – Park Committee: February 13**
  - D. **Approve Cigarette and Tobacco License for Green House Partner LLC at 105 E. Mill St.**
  - E. **Approve Application for Event: Plymouth Maple Festival – to be held April 1, 2023 from 10 AM – 2 PM. Request Park Shelter Fee be waived.**
  - F. **Utility Account Specialist-Project Lead Job Description and Salary Range**
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:** Joy Hirth, the owner of a downtown pet grooming business, spoke about a parking spot outside her business. Staff reached out to her from the last meeting and she wanted to discuss the parking spot further. Mayor Pohlman explained that public comment is a time for the Council to listen and they can't discuss. He told her the City Administrator would reach back out to her.
5. **Items removed from Consent Agenda: None**

6. **New Business:**

- A. **Library Presentation** – Library Director, Leslie Jochman gave a presentation about the library. She explained all the resources the library has to offer. There has been an increase in new library cards over the past year.
- B. **Adoption of State of Wisconsin Municipal Records Retention Policy and updating legal record custodians:** City Administrator/Utilities Manager, Tim Blakeslee explained that municipalities are required to notify the Wisconsin Historical Society. In an effort to streamline records review process the state has compiled the Wisconsin Municipal Records Schedule. Municipalities who adopt the schedule may destroy pre-waived records without providing written notification to the Wisconsin Historical Society after the designated retention timeline for a specific type of record has passed. This will allow City Staff to more efficiently organize and dispose of records moving forward. Motion was made by Penkwitz/Odekirk to approve Ordinance No. 2 or 2023 Adopting the Wisconsin Municipal Records Schedule and updating the legal custodians. Upon the call of the roll, all voted aye. Motion carried.
- C. **Purchase of F-150 Truck for Water Utility, F-150 Truck for Electric Utility, and F-350 Truck Electric Utility.** – City Administrator/Utilities Manager, Tim Blakeslee explained that in late 2021 the Water Utility and Electric Utility each ordered an F-150 truck to replace two end-of-life 2012 Ford Transits currently in use by each department. Staff was notified last week that Ford has cancelled the municipal order and does not plan to honor the orders in the future as a result of the lack of supply. If the municipal order program becomes available in 2023 placing a new municipal order in 2023 would at minimum result in trucks received in 2024 or possibly 2025. There is no guarantee they would honor to order. The remaining option is to receive vehicles in a timely manner is to purchase trucks from a dealer. Motion was made by Pohlman/Penkowitz to recommend Common Council to approve the purchase of F-150 truck for Water Utility, F-150 truck for Electric Utility, and F-350 truck for Electric Utility. Upon the call of the roll, all voted aye. Motion carried.

7. **Resolution**

- A. **Resolution No. 4 – Supporting the use of ARPA fund for Fiber Optic Expansion and Upgrade of Railroad Crossings -** City Administrator/Utilities Manager, Tim Blakeslee explained the City of Plymouth received \$913,861 of American Rescue Plan Act funds. Funds need to obligated before the end of 2024 and spent no later than 2026. Prior approved projects funded with ARPA include SCBA tanks for the Fire Department and Library Covid air purification and laptops. A 2023 staff goal was to develop an ARPA project plan. Staff has developed 2 priority projects. The first project is fiber optic expansion to Well 11, Well 12 and the Sunset Lift Station. The second project is the upgrade of railroad crossings at Highland Avenue and Pleasant View Rd. Motion was made to approve Resolution No. 4 supporting the use of ARPA funds for Fiber Optic

Expansion and Upgrade of Railroad Crossings. Upon the call of the roll, all voted aye. Motion carried.

8. **Entertain a motion to go into closed session for the following:** Motion was made by Nelson/Odekirk to go into closed session. Upon the call of the roll, all voted aye. Motion carried.

Pursuant to Wis. Stat. 19.85 (1)(c) considering employments, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding the Police Chief

AND

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 a claim from Tyrone Arneson

AND

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 was made by Gilson/Odekirk to go into open session. Upon the call of the roll, all voted aye. Motion carried.
10. **Discussion and possible action on closed session item:** Motion was made by Hansen/Odekirk to approve the claim from Tyrone Arneson in the amount of \$1,939.33. Upon the call of the roll, all voted aye. Motion carried.
11. **Adjourn to 7:00 PM on Tuesday, March 14, 2023:** Motion was made by Nelson/Gilson to adjourn the meeting. A unanimous aye vote was cast. Motion carried.