

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, MARCH 14, 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, Angie Matzdorf and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Director of Public Works Cathy Austin, Interim Police Chief Matt Starker, and Clerk/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/Gilson to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meetings held Tuesday, February 28, 2023**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 2/1/23 – 2/28/23**
 - C. **Minutes acknowledged for filing – Finance and Personal: March 28 –Police & Fire Commission: February 20**
 - D. **Building Report for February 2023 – 17 permits at \$215,864.00**
 - E. **Approve Parade Request & Street Use Permit from VFW Post for the annual Memorial Day Parade on Monday, May 29th from 8 AM to 1 PM**
 - F. **Approve Temporary Change of Premise for 52 Stafford to include the parking lot owned by the American Legion on March 17, 2023 expiring March 20, 2023**
 - G. **Approve Parade Request & Street Use Permit from 52 Stafford for the annual St. Patrick’s Day Parade on Friday, March 17th from 10:30AM to 11:30 AM**
 - H. **Approve change of agent for “Class A Combo” Alcohol License for Ultimate Mart, LLC / Pick ‘n Save to Andrew Grainger – Approved by Clerk’s Office and Police Department**
 - I. **Full Time Records Clerk 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: Charlie Hansen thanked Attorney Fieber for all the work she does for the City. Jackie Pottratz, President of the Plymouth Downtown Arts Merchants, came to speak about the Downtown Design Guide. Pottratz suggested reaching out to the downtown businesses more. Mary Christel’s, from Christel’s Pet Supplies, also came to speak about

the Downtown Design Guide. She also would like more input from the downtown businesses.

5. **Items removed from Consent Agenda:** None

6. **Ordinances**

A. **No. 4 - An Ordinance Amending Schedule A of Section 10-1-25 of the Municipal Code of the City of Plymouth, Wisconsin, Regarding Yield Intersections:** City Administrator/Utilities Manager Blakeslee explained the intersection at Elizabeth St. and Division St. is currently uncontrolled. Alderperson Matzdorf requested that staff review the intersection to determine if adding a yield sign would be appropriate. Upon review, Staff determined that having a yield sign at that location would be appropriate and would improve traffic flow. Motion was made by Nelson/Hildebrand to approve Ordinance No. 4 as stated. Upon the call of the roll, all voted aye. Motion carried.

7. **New Business:**

A. **Second Amendment to Development Agreement with Hillcrest Plymouth, LLC and associated Escrow Agreement with Hillcrest Plymouth, LLC and National Exchange Bank and Trust -** City Administrator/Utilities Manager Blakeslee explained Hillcrest is currently developing the Greystone Settlement residential subdivision in Plymouth. The City and Hillcrest entered into a Development Agreement on December 27, 2018. Per the Development Agreement the Developer is required to maintain a letter of credit for the estimated cost of improvements for the development. The letter of credit with National Exchange Bank is set to expire March 26, 2023. Hillcrest has requested to escrow funds with the City equal to the amount of improvements in lieu of maintaining a letter of credit. In return for accommodating the request for the Escrow Agreement, staff recommends the second amendment of the Development agreement be adjusted to include a revised completion schedule for remaining improvements. Council had questions about the amount to cover the completion of projects. Director of Public Works stated that the amount would cover most of the projects but we can't get an exact amount because nothing has been bid out. The goal is to have Hillcrest finish the projects they have a deadline of June 30 for most of the projects and can't pull anymore building permits. Motion was made by Hildebrand/Matzdorf to approve the second Amendment to Development Agreement with Hillcrest Plymouth and associated Escrow Agreement with Hillcrest and National Exchange Bank and Trust. Upon the call of the roll, all voted aye. Motion carried.

B. **Licensing Agreement for Communications Attachments To Utility Poles with TDS Metrocom, LLC –** City Administrator/Utilities Manager Blakeslee explained TDS Fiber is currently completing a fiber optic installation in Plymouth. The project is expected to take approximately three

years to complete. Over the past few month Staff has been negotiating on terms for a Pole Contract. Per the agreement TDS will pay \$18.91 per pole annually to Plymouth Utilities with a 3% increase per year. Motion was made by Hildebrand/Odekirk to approve the licensing agreement for communication attachments to utility poles with TDS Metrocom, LLC. Upon the call of the roll, all voted aye. Motion carried.

- C. Purchase of Truck Equipment from Monroe Truck Equipment in the amount of \$135,120**– Director of Public Works Austin explained that part of the 2023 Capital Improvement Plan dollars were allocated to replace a 5-yard dump truck with snow removal equipment in the Public Works Department. Director Austin stated that we can lock in the pricing for the truck body and the snow removal equipment from Monroe Truck Equipment. This is part of the \$250,000 budgeted over 2023-2024. Motion was made Nelson/Odekirk to approve the purchase of truck equipment from Monroe Truck Equipment in the amount of \$135,120. 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 Hildebrand/Matzdorf 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) (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 – Sale of 59271821073

- 9. Entertain a motion to go into open session:** Motion was made by Odekirk/Hansen 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**

A. Resolution No. 5 2023 Salary Resolution Amendment: Motion was made by Hildebrand/Nelson to approve Resolution No. 5 of 2023 Salary Resolution Amendment. Upon the call of the roll, all voted aye. Motion carried.

- 11. Adjourn to 7:00 PM on Tuesday, March 28, 2023:** Motion was made by Hansen/Odekirk to adjourn the meeting. A unanimous aye vote was cast. Motion carried.