

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, AUGUST 8, 2023 COMMON COUNCIL MEETING
128 SMITH ST. PLYMOUTH, WI 53073**

OFFICIAL MINUTES

1. **Call to order and roll call:** Mayor Donald Pohlman called the meeting to order at 7:00 PM. On the call of the roll, the following Alderpersons were present: Greg Hildebrand, Angie Matzdorf, Dave Herrmann, Diane Gilson, Mike Penkwitz, Bob Schilsky, and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Interim Finance Director Chris Russo, City Clerk / Deputy Treasurer Anna Voigt and City Treasurer / Deputy Clerk Paul Seymour.
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/Schilsky to approve the consent agenda as stated. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, July 25, 2023**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 7/1/23 – 7/31/23**
 - C. **Minutes acknowledged for filing – Committee of the Whole: July 26 – Library Board: June 5**
 - D. **Building Report for July 2023 – 28 permits at \$510,624**
 - E. **Approve Application for Event: Trilogy Challenge / Disk Golf Tournament / Meyers Park – September 2**
 - F. **Approve Temporary Class B Alcohol License for Cheese Capital Wine Walk hosted by Plymouth Chamber of Commerce on August 18, 2023 from 6:00 PM – 9:00 PM. Underage persons are not requested on premise.**
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. **2022 Audit Presentation/Report Acceptance** – Baker Tilly gave a presentation on the results of the 2022 audit on the City and Utilities. Motion was made by Nelson/Hildebrand to accept the 2022 audit report and related financial statements. A unanimous aye vote was cast. Motion carried
 - B. **Appointment of Donna Hahn to the Revolving Loan Fund Committee** – Mayor, Donald Pohlman appointed Donna Hahn to the Revolving Loan Fund Committee. A motion was made by Penkwitz/Matzdorf to approve the appointment. A unanimous aye vote was cast. Motion carried.

- C. Approval of Contract with Kapur Engineering for Utility Capacity Study** – City Administrator/Utilities Manager Blakeslee explained that previously completed sanitary studies in 1996 and 2003 will serve as a base line for updates. With the upcoming TID #4 closure, the Ad-Hoc Housing Committee is evaluating housing needs, and other potential developments. The proposed study updates will address multiple areas throughout the entire City. A motion was made by Matzdorf/Nelson to approve the service agreement with Kapur in the amount of \$19,800. Upon the call of the roll, all voted aye. Motion carried.
- D. Approval of Contract with CertaPro Painters for Pool Epoxy Flooring** – City Administrator/Utilities Manager Blakeslee explained that part of the 2023 Capital Improvement Plan funds was allocated to maintain the Aquatic Center. One of the areas that is in need of maintenance is the aquatic center building floors. The building was built in 2002 and during construction the concrete flooring was coated with a slip resistance material. That coating is non-existent and the floors are slippery. Motion was made by Hildebrand/Herrmann to approve the proposal from CertaPro Painters in the amount of \$26,077.22. Upon the call of the roll, all voted aye. Motion carried.

7. Resolution:

- A. No. 13 A Resolution of the City of Plymouth Accepting a Portion of Road Right-of-Way known as S. Pleasant View Road in the City of Plymouth, Parcel 59271820967** – City Administrator/Utilities Manager Blakeslee explained that within the last month, a representative of Champion Title services contacted staff to notify the City that Bank First owns parcel 59271820967. This parcel is road right-of-way which contains Pleasant View Ave and the associated sidewalk. Motion was made by Hildebrand/Schilsky to approve Resolution No. 13 of the City of Plymouth Accepting a Portion of Right-of-Way known as S. Pleasant View Road in the City of Plymouth – Parcel 59271820967 contingent on signature from the bank representative. Upon the call of the roll, all voted aye. Motion carried.
- 8. Entertain a motion to go into closed session for the follow:** Motion was made by Hildebrand/Schilsky to go into closed session. Upon the call of the roll, all voted aye. Motion carried. The council took evidence on the licensing request pursuant to Wis. Stat. § 19.85(1)(b) Matzdorf motioned to affirm the clerk’s decision regarding issuance of the license. Hildebrand seconded the motion. Motion passed.
- Pursuant to Wis. Stat. 19.85 (1) (b) considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member of other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session regarding an alcohol license denial

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 Wal-Mart and a claim from Chris Brunner

AND

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 City Administrator

9. **Entertain a motion to go into open session:** Motion was made by Schilsky/Nelson 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 Nelson/Gilson to approve the Engagement Letter with Landretti & Company, LLC. Upon the call of the roll, all voted aye. Motion carried.

Motion was made by Hildebrand/Matzdorf to approve the claim for Chris Brunner. Upon the call of the roll, all voted aye. Motion carried.

Motion was made by Nelson/Hildebrand to approve the City Administrator performance eval and pay increase per contract. Upon the call of the roll, all voted aye. Motion carried.

11. **Adjourn to 7:00 PM on Tuesday, August 29, 2023:** Motion was made Herrmann/Schilsky to adjourn the meeting. A unanimous aye vote was cast. Motion carried.