

CITY OF PLYMOUTH, WISCONSIN
Tuesday, SEPTEMBER 12, 2023 COMMON COUNCIL MEETING
7:00 PM COUNCIL CHAMBERS, ROOM 302
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, Jeff Tauscheck and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Building Inspector Pete Scheuerman, Public Works Director Cathy Austin and City 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 Hildebrand/Matzdorf 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, August 29, 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 – Community Television: August 2023 – Finance and Personnel Committee: August 29 - Revolving Loan Fund: August 29 and September 5**
 - D. **Building Report for August 2023 – 41 permits at \$1,837,621**
 - E. **Approve Annual Mobile Home Park Application: Schmidt Properties – Cedar View Mobile Home Park**
 - F. **Approve Change of Agent for Class “A” Combination for Pick n’ Save to Shaun Priesgen – Approved by Clerk’s Office and Police Department**
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. **No. 9 An Ordinance Creating Section 13-1-140(b)(3) of the City of Plymouth, Wisconsin Zoning Code Regarding Accessory Structures of 160 Square Feet or Greater** – Mayor Pohlman opened the public hearing at 7:08 PM City Administrator/Utilities Manager Blakeslee explained that the zoning code specifies various requirements for accessory structures in the City. However, the zoning code does not currently specify that an accessory over a certain size must comply with foundation requirements. The building inspector’s recommendation, after review of peer communities, is to require

an accessory structure in equal to or in excess of 160 sq ft be required to meet the garage foundation and footing requirement of 15-2-12(d). There being no public comments the Mayor called the Public Hearing closed at 7:08 PM. Motion was made by Hildebrand/Tauscheck to approve Ordinance 9 An Ordinance Creating Section 13-1-140(b)(3) of the City of Plymouth, Wisconsin Zoning Code Regarding Accessory Structures of 160 Square Feet or Greater. Upon the call of the roll, all voted aye. Motion carried.

7. Proclamation:

A. Recognition of Constitution Week in the City of Plymouth

September 17-23, 2023 – Mayor Pohlman presented Freddy Nordyk from the Daughter’s of the American Revolution a Proclamation for Constitution Week. Nordyk thanked the Mayor and encouraged everyone to take a look at the Constitution. Motion was made by Nelson/Tauscheck to approve the Proclamation. A unanimous aye vote was cast. Motion carried.

8. New Business:

A. Extraterritorial Survey Map Seeking Approval: PART of the SW ¼ and NW ¼ of the NE 1/3 SECTION 9, T.15 N, R21 E, TOWN of PLYMOUTH, SHEBOYGAN, WISCONSIN. AKA N6777 Sportsman Lane Plymouth

– City Administrator/Utilities Manager Blakeslee explained that property owners of parcel 59016213511 in the Town of Plymouth would like to divide a portion of their parcel. The City of Plymouth serves as the extraterritorial plat review jurisdiction for this property. Plan Commission recommended the Common Council approve the CSM. Motion was made by Hildebrand/Penkwitz to approve the Extraterritorial Land Division CSM for N6777 Sportsman Ln. A unanimous aye vote was cast. Motion carried.

B. Approval of Encroachment Agreement with Singel Property, LLC (aka Scooters Coffee) on parcel 59271821072

– City Administrator/Utilities Manager Blakeslee explained that Singel Property, LLC (aka Scooters Coffee) recently finished construction on parcel 59271821072. Scooters Coffee notified the City they had discovered they had built 4 inches into the setback line on the north side of the property. Motion was made by Nelson/Matzdorf to approve the Encroachment Agreement with Singel Property, LLC on parcel 59271821072. Upon the call of the roll, all voted aye. Motion carried.

C. Approval of Contract with ZR, LLC for Concrete Curb Installation on Parcel 59271813530 (Former Strutz Building)

– City Administrator/Utilities Manager Blakeslee explained that the RDA has allocated funds to create a pocket park in the former Strutz Building location. To help delineate the space and keep vehicles from driving on it, curb and gutter around the area should be installed. Motion was made by Tauscheck/Gilson to approve the quote from ZR, LLC in the amount of \$6,700 from the contingency fund. Upon the call of the roll, all voted aye. Motion carried.

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

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 and

Pursuant to Wis. Stat. 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations regarding 413 North Street

- 10. Entertain a motion to go into open session:** Motion was made by Hildebrand/Herrman to go into open session. Upon the call of the roll, all voted aye. Motion carried.
- 11. Discussion and possible action on closed session item:** Motion was made by Nelson/Herrman for staff to move forward with the Raze or Repair order with needed action at 413 North St. Upon the call of the roll, all voted aye. Motion carried.
- 12. Adjourn to 7:00 PM on Tuesday, September 26, 2023:** Motion was made by Hildebrand/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.