

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, SEPTEMBER 10, 2024 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 Pohlman called the meeting to order. On the call of the roll the following were present: Angie Matzdorf, Diane Gilson, Mike Penkwitz, John Binder, Dave Herrmann and John Nelson. Also present: City Administrator/Utilities Manager Tim Blakeslee, Police Chief Ken Ruggles, Director of Public Works Cathy Austin, Building Inspector Pete Scheuerman, and City Clerk Anna Voigt.
2. **Pledge of Allegiance**
3. **Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Penkwitz/Binder to approve the consent agenda. Upon the call of the roll, all vote aye. Motion carried.
  - A. **Approve minutes of the meeting held Tuesday, August 27, 2024**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 08/01/2024 – 08/31/2024**
  - C. **Minutes acknowledged for filing – Finance & Personnel Committee: August 27 – Committee of the Whole: August 27 – Community Television: August 12**
  - D. **Building Report for August 2024 – 44 permits at \$817,421.00**
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: Julia Griffin spoke about concerns of the new rezone at Hill & Dale and Hwy 67 being proposed to Council. Griffin is concerned about the traffic at the intersection and asks the Council to vote no for the rezone. Hat Vrba stated she agreed with everything Julia Griffin. Val Freund spoke about concerns for the new rezone at Hill & Dale and the increased traffic that it will bring to the area.
5. **Items removed from Consent Agenda:** None
6. **Public Hearings followed by Council Discussion and Action:** Mayor Pohlman opened the public hearings at 7:06 PM. There being no public comment Mayor Pohlman closed the public hearings at 7:11 PM
  - A. **Ordinance No. 13 – An Ordinance Amending 13-1-92, of the General Code of Ordinances of the City of Plymouth, Wisconsin Regarding Parking Stall Requirements**—City Administrator / Utilities Manager Blakeslee explained the City regulates the number of parking stalls required for an individual parcel's particular use in the zoning code. Based on conversation with developers, some of the City's parking code related to retail

and office uses are outdated due to changes in consumer habits. This code change would require a developer prove via parking study an appropriate presentation to Plan Commission that their parking stall request can support the proposed use. Motion was made by Matzdorf/Hildebrand to approve Ordinance No. 13. Upon the call of the roll, all voted aye. Motion carried.

- B. **Ordinance No. 14 – An Ordinance Amending Sections 13-1-140 and 13-1-221 of the City of Plymouth Zoning Code Regarding Accessory Structures** –City Administrator / Utilities Manager Blakeslee explained the Building Inspector/Zoning Administrator has received feedback from a number of residents that Section 13-1-140 and 13-1-221 of the code has not been amended as vehicle size increases, more residents have recreational items and residents continue to make improvements to their homes with additions such as pavilions, greenhouses and sheds. Motion was made by Herrmann/Matzdorf to approve Ordinance No.14. Upon the call of the roll, all voted aye. Motion carried.

7. **Proclamations:**

- A. **Recognition of Constitution Week in the City of Plymouth September 17-23** – Motion was made by Nelson/Binder to Recognize Constitution week in the City of Plymouth. A unanimous aye vote was cast. Motion carried. Mayor Don Pohlman presented the Proclamation to the Plymouth Chapter of the Daughters of the American Revolution.

8. **New Business:**

- A. **Mayor Appoints Council Approves John Nelson to Redevelopment Authority until August 2025** – Mayor Pohlman Appointed John Nelson to the RDA. Motion was made by Hildebrand/Penkwitz a appoint John Nelson to the RDA. A unanimous aye vote was cast. Motion carried.
- B. **Approval of Substation #5 Labor Contract Bids** – City Administrator / Utilities Manager Blakeslee explained that the Plymouth Utilities is responsible for the construction and maintenance of electric distribution lines to local homes and businesses. The electric distribution equipment in the southwestern portion of the Plymouth service territory has reached near capacity in recent years. The PSC approved the CA to construct a new substation in the Town of Mitchell at their open meeting on February 1, 2024. Staff is now moving forward with bidding the various components of the substation project. Bids for Plymouth Substation #5 Structure and Materials were opened on September 6, 2024. Motion was made by Binder/Herrmann to approve Plymouth Substation #5 Construction Bids from MJ Electric for \$2,175,626.80 subject to attorney/staff review and approval of the terms and conditions. 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 Gilson/Matzdorf to go into closed session. Upon the call of the roll, all voted aye. Motion carried.

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 for a closed session  
– Mill Pond Dam

10. **Entertain a Motion to go into Open Session:** Motion was made by Penkwitz/Matzdorf to go into open session. Upon the call of the roll, all vote aye. Motion carried.
11. **Discussion and Possible Action on Closed Session Item:** None
12. **Adjourn to 7:00 PM on Tuesday, September 24, 2024:** Motion was made by Herrman/Nelson to adjourn. Upon the call of the roll, all vote aye. Motion carried.