

CITY OF PLYMOUTH, WISCONSIN
Tuesday, July 14, 2020 Common Council Meeting

Due to Wisconsin “Stay at Home” order, this meeting was conducted via WebEx conference call

OFFICIAL MEETING MINUTES

1. **Call to order and roll call:** Mayor Don Pohlman called the meeting to order at 7:00 pm. On call of the roll, the following Aldermen were present via WebEx: Jerry Matzdorf, John Nelson, Charles Hansen, Bob Schilsky, Amy Odekirk, Jim Wilson and Diane Gilson. Absent: Greg Hildebrand. Also present via WebEx: Interim City Administrator Cathy Austin, City Attorney Crystal Fieber and Chamber of Commerce Mary Hauser.
2. **Pledge of Allegiance.**
3. **Approval of the Consent Agenda:** Motion made by Wilson/Odekirk to approve all items listed. Upon the call of the roll, all voted aye. Motion carries.
 - A. **Approve minutes of the regular meeting held Tuesday, June 30, 2020:**
 - B. **Approve Utility & City Reports:**
 - I. **Approve payment of Utility & City vouchers dated 06/01 through 06/30:**
 - C. **Minutes acknowledged for filing – Plymouth Redevelopment Authority – June 18th, Committee of the Whole – June 30th:**
 - D. **Building Report for June 2020 – 21 permits estimated at \$149,240.00:**
4. **Audience Comments:** Individuals wishing to make public comments will need to submit their comments to the Clerk’s Office in writing by Tuesday, July 14, 2020 by 3:00 p.m. Comments may be emailed to sdittman@plymouthgov.com or mailed to 128 Smith Street, Plymouth, WI.: Clerk Dittman stated that the clerk’s office received 18 emails in regards to mandating masks. Out of the 18 emails, 5 specifically were requested to be read aloud. Clerk Dittman proceeded to read emails from: Judi Pool, Donna Counselman, Peggy Huhn, Dana Kolste and Jamie Schouten.
5. **Resolutions:**
 - A. **No. 12 – A Resolution Continuing Remote Meetings and Authorizing COVID-19 Expenditures from the Contingency Fund:** Interim City Administrator Cathy Austin said that the discussion regarding the above resolution was approved and recommended by the Public Works & Utilities Committee. Administrator Austin said that the City of Plymouth’s emergency declaration authorizing the City Administrator/Utilities Manager to make COVID-19 expenditures will expire on July 15th. The resolution extends the City Administrator/Utilities Manager to continue to authorize COVID-19 expenditure decisions for the benefit of the city from the contingency fund. The resolution also includes the discouragement of in-person meeting attendance of members and the public. It allows the Common Council and its standing committees to continue to meet remotely or in larger facilities to promote physical distancing between the members. Council member may call-in or participate electronically to council or committee meetings through April 20, 2021. Motion was made by Gilson/Nelson to approve the above resolution as stated. Upon the call of the roll, all voted aye. Motion carries.

6. Ordinances:

A. No. 9 – An Ordinance Repealing and Recreating Sections 6-2-5(c), Regarding Sidewalk Encroachments of the Municipal Code of the City of Plymouth, WI: Interim City Administrator Cathy Austin informed the council that the above stated ordinance was discussed and approved by the Public Works & Utilities Committee. The ordinance allows the common council to issue a sidewalk café permit, which allows property owners/restaurants to place certain obstructions on sidewalks immediately adjoining their property for a limited period of time. The sidewalk café permit license period is temporary and will expire on November 1, 2020. The fee for this licensing period is waived. Dining will be allowed from 5:00 a.m. – 10:00 p.m. Applicants must submit application and all necessary documentation to the clerk's office. Motion made by Gilson/Hansen to approve the above ordinance as stated. Upon the call of the roll, all voted aye. Motion carries.

7. Items removed from Consent Agenda: None.

8. Old Business:

A. Rescission of Application for Event: Chamber of Commerce along with Road America to host the Parade of Race Cars & Concourse d'Elegance: Friday – Saturday, July 24-25, 2020. Road Closure Requests: Friday, July 24th from 3:00 p.m. to 8:00 p.m. Mill Street, from the corner of North and Mill to the corner of Caroline and Mill Street. Saturday, July 25th from 3:00 p.m. to 8:00 p.m. parking lot by Stayer Park - Alderman Bob Schilsky: Mayor Pohlman announced that Road America has withdrawn its application to hold the event in the City of Plymouth. Item is not needed.

9. New Business:

A. Approve amendment to premises description for Cozy Bar alcohol license to include “back patio, back hall and parking lot”: City Clerk Sabrina Dittman told the council that the clerk's office received a request to extend the premise description for the Cozy Bar located at 116 E. Mill Street to include the back patio, back hall and parking lot. Dittman told the council that the Agent of Cozy Bar, Amber Tellez will be posting signage to direct the patrons to the appropriate areas. Motion made by Schilsky/Gilson to approve the premise description amendment. Upon the call of the roll, all voted aye. Motion carries.

B. Approve Sidewalk Café Permit License Application for the Fig and the Pheasant, Ronna O'Toole- 52 Stafford Street: City Clerk Sabrina Dittman informed the council that an application for the Fig and the Pheasant was received. All appropriate paperwork was submitted and the application was reviewed by the building inspector, police department and Interim City Administrator Cathy Austin. Motion made to approve the Sidewalk Café application by Wilson/Odekirk. A unanimous aye vote was cast by the council. Motion carries.

C. Approve Appointment to Jack Fernsler to the Joint Review Board for a one-year term – Motion made by Odekirk/Schilsky to approve the above stated appointment. A unanimous aye vote was cast by the council. Motion carries.

D. Appointment of Scott Van Norwick to the Plan Commission to fill remaining term, expiring April 2022: Mayor Donald Pohlman announced the above stated appointment.

E. Approval of forming an Ad-Hoc Committee to discuss and make recommendations to Common Council regarding a mask mandate due to COVID-19: Alderman John Nelson began the discussion addressing the council as to his proposal for requesting an Ad Hoc Committee. Alder Nelson said that the proposal is to create the committee to draft policy for the Council to consider the use of face masks in public places to reduce the transmission of the COVID-19 virus in the Plymouth Community. Alder Nelson said that the incidences of COVID-19 infections have risen in the recent weeks and that “Mass” gatherings in the community are likely to increase the potential for transmission of the virus. Alder Nelson stated that currently, the City of Plymouth does not have a policy on face mask use and that a policy is needed to protect the community members. Alder Nelson requested the committee be made up of five members, that would be appointed by the Mayor. The five members would consist of: One council member, one representative of the Sheboygan County Health and Human Services Department, one member of the Plymouth Police Department, One representative of the Plymouth Chamber of Commerce and one member of the community. Alder Nelson said that the committee could meet twice to discuss the need for policy, to gather data related to face mask use, and to draft policy for consideration by the council. Alder Nelson requested that the committee shall meet as soon as possible after being authorized. City Attorney Crystal Fieber commented that the Police Department should be used as an advisory piece and not be a voting member. There should be separation. Attorney Fieber also mentioned that the committee would benefit if the community member has a medical background. Attorney Fieber also stated that the committee should be able to have scheduling flexibility with its meetings. Mayor Pohlman added that if the proposed committee is approved that interested citizens should contact the clerk’s office. Motion made by Nelson/Hansen to conceptionally approve the proposal of an Ad Hoc Committee and create a formal resolution for the next council meeting to be approved. Upon the call of the roll: Aye – Gilson, Nelson, Odekirk and Hansen. Nay – Matzdorf and Schilsky. Abstain: Wilson. By statute this is recorded as 4 Yes and 3 No. Motion carries.

- 10. Adjourn to 7:00 PM on Tuesday, July 28, 2020:** Motion made by Wilson/Odekirk to adjourn. Motion carries. The meeting adjourned at 7:51 pm.

Minutes approved July 28, 2020

Sabrina Dittman, Clerk