

CITY OF PLYMOUTH, WISCONSIN
Tuesday, May 26, 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 8:00 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 Diane Gilson and Greg Hildebrand. Also present via WebEx: Interim City Administrator Cathy Austin, Human Resource Specialist Leah Federwisch and City Attorney Crystal Fieber.
- 2. Pledge of Allegiance.**
- 3. Approval of the Consent Agenda:** Motion made by Wilson/Gilson to approve items A, B and D listed on the consent agenda. Upon the call of the roll, all voted aye. Motion carries.
A. Approve minutes of the regular meeting held Tuesday, May 12, 2020:
B. Minutes acknowledged for filing – Committee of the Whole – May 12th, Finance & Personnel Committee – May 12th, Board of Review – May 18th and Plymouth Redevelopment Authority – May 14th:
C. Job Description – City Administrator/Utilities Manager:
D. Proclamation Regarding Extension of the Emergency Declaration for COVID-19:
- 4. Audience Comments:** Individuals wishing to make public comments will need to submit their comments to the Clerk’s Office in writing by Tuesday, May 26, 2020 by 3:00 p.m. Comments may be emailed to sdittman@plymouthgov.com or mailed to 128 Smith Street, Plymouth, WI. – None.
- 5. Items removed from Consent Agenda:** Alder Hansen requested that Item C be up for discussion. Alder Hansen wanted to clarify that he had previously requested that the education and training section of the job description include other education such as a degree in accounting or civil engineering may qualify with considerable experience in government administration. Human Resources Specialist Leah Federwisch said that she spoke with Lee Szymorski with GovHR and that the “Five to seven years of experience in municipal administration, or an equivalent combination of education and experience that directly relates to the job responsibilities of the City Administrator/Utilities Manger” covers Hansen’s requested verbiage on the job description. Alder Hansen made a motion to approve Item C on the consent agenda, Nelson seconded. Upon the call of the roll, all voted aye. Motion carries.

6. Ordinances:

A. No. 8 – An Ordinance Amending Section 2-2-10(b) of the Municipal Code of the City of Plymouth, Regarding Date and Time of Regular Meetings - City

Clerk/Treasurer Sabrina Dittman went over the survey results from the council meeting time change survey that the council had taken in early May. Survey results showed a high interest in moving the council meeting start time to 7:00 p.m. Clerk Dittman told the council that this was also discussed at the Finance & Personnel Committee Meeting, which was held on May 12th. The Finance & Personnel Committee was in favor of changing the council meeting time from 8:00 p.m. to 7:00 p.m. Motion was made by Wilson/Odekirk to approve the above stated ordinance. Upon the call of the roll, all voted aye. Motion carries.

7. Resolution:

A. No. 11 – A Resolution Ratifying the Extension of the Mayoral Emergency

Declaration Regarding COVID-19 - Interim City Administrator Cathy Austin told the council that Resolution No. 11 serves as a continuance from the memorandum dated March 12th titled COVID-19/pandemic guidance on continuity of operations along with other official emergency planning documents and that the Office of the City Administrator/Utilities Manager shall have operational authority with the direct assistance of the Police Chief/Emergency Management Director to take necessary action related to city operations for the welfare of the organization and community. The Resolution Ratifies The City of Plymouth's Proclamation Regarding the Extension of the Emergency Declaration for COVID-19 dated May 12th, 2020. The above stated resolution will remain in effect until July 15, 2020 or unless the Common Council rescinds or extends the resolution. Motion made by Wilson/Odekirk to approve the above as stated.

Upon the call of the roll, Aye: Gilson, Nelson, Odekirk, Hansen, Matzdorf, Schilsky and Wilson. Nay: Hildebrand. Motion carries.

8. Adjourn to 7:00 PM on Tuesday, June 9, 2020: Motion made by Wilson/Odekirk to adjourn. Motion carries. The meeting adjourned at 8:22 pm.

Minutes approved June 9, 2020

Sabrina Dittman, Clerk