

**CITY OF PLYMOUTH, WISCONSIN**  
**Tuesday, May 12, 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 and Diane Gilson. Absent: Alder Greg Hildebrand. Also present via WebEx: Interim City Administrator Cathy Austin, City Attorney Crystal Fieber and Human Resources Specialist Leah Federwisch
- 2. Pledge of Allegiance.**
- 3. Audience Comments:** Individuals wishing to make public comments will need to submit their comments to the Clerk’s Office in writing by Tuesday, April 28, 2020 by 3:00 p.m. Comments may be emailed to [sdittman@plymouthgov.com](mailto:sdittman@plymouthgov.com) or mailed to 128 Smith Street, Plymouth, WI. – None.
- 4. Approval of the Consent Agenda:** Motion made by Gilson/Wilson to approve all items 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, April 28, 2020:**  
**B. Approve Utility Reports:**
  - i. List of vouchers dated 04/01/20 – 04/30/20
  - ii. Electric, Water and Sewage Sales Reports – April:**C. Building Report for April 2020 – 31 permits estimated at \$1,579,400.00:**
- 5. Items removed from Consent Agenda:** None.
- 6. Committee Reports and Actions:**  
**A. Plan Commission recommendation from the May 7<sup>th</sup> meeting – Approve Extraterritorial CSM for David and Mary Zelm and David and Michelle Klecka, Sumac Road, Town of Plymouth -** Interim City Administrator Cathy Austin informed the council that she had emailed out a second draft of the CSM. The second draft includes the current structures that are located on the parcels. Motion made by Nelson/Odekirk to approve the second draft which includes the structures. Upon the call of the roll, all voted aye. Motion carries.
- 7. Old Business:**  
**A. Discussion and possible action regarding the opening of the Plymouth Aquatic Center / COVID 19 –** Interim City Administrator Cathy Austin began the discussion by informing the council that other communities have decided to close their pool facilities for the season due to the COVID situation. Interim City Administrator Austin said that she recommends opening the Aquatic Center if the State reaches Phase Three of the Badger Bounce Back program. Phase Three allows all public gatherings and business operations to resume with minimal protective and preventative measures for the vulnerable populations. Interim City Administrator Austin said that if the State is in Phase Three by June 19<sup>th</sup> the Aquatic Center could open for a seven week period, beginning on July 3<sup>rd</sup>. Motion made by Wilson/Gilson to approve opening the Aquatic Center if the State is in Phase Three of the Badger Bounce Back Program on June 19<sup>th</sup> with an opening date of July 3<sup>rd</sup>. Upon the

call of the roll. Aye – Gilson, Hansen, Matzdorf, Schilsky and Wilson. Nay – Nelson and Odekirk.

**8. New Business:**

**A. Discussion and possible recommendation regarding: Office of City**

**Administrator/Utilities Manager – Salary Range:** Human Resource Specialist Leah Federwisch informed the council that it was discussed at the Finance & Personnel meeting prior to the council meeting that it was recommended to have a salary range between \$125,000 and \$140,000. HR Specialist Leah Federwisch said that during discussions with GovHR Senior Vice President Lee Szymorski it was mentioned that for the size and population for the City of Plymouth, it would be an acceptable range. Motion made by Nelson/Wilson to approve the salary range of \$125,000 to \$140,000 per year for the City Administrator/Utilities Manager position. Upon the call of the roll, all voted aye. Motion carries.

**9. Adjourn to 8:00 PM on Tuesday, May 26, 2020:** Motion made by Odekirk/Schilsky to adjourn. Motion carries. The meeting adjourned at 8:21 pm.

Minutes approved May 26, 2020

Sabrina Dittman, Clerk