

**CITY OF PLYMOUTH, WISCONSIN**  
**Tuesday, April 28, 2020 Common Council Meeting**

**Due to Wisconsin “Stay at Home” order, this meeting was conducted via telephone/audio 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 telephone: Greg Hildebrand, Jerry Matzdorf, John Nelson, Charles Hansen, Bob Schilsky and Amy Odekirk. Present in person: Alderperson Diane Gilson. Absent: Jim Wilson. Also present via telephone: Interim City Administrator Cathy Austin. Present in person: City Administrator/Utilities Manager Brian Yerges and City Attorney Crystal Fieber.
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. **CITIZEN COMMITTEE APPOINTMENTS:**  
**Announce Mayoral appointments:** The Mayor announced these appointments as stated.
  - A. **Board of Review** – *Gary Kramer (1yr)*
  - B. **Police & Fire Commission** – *Jack Fernsler (5 yr)*
  - C. **Plan Commission** – *Ron Nicolaus, Debbie Koene (3 yr)*  
**Mayoral Appointments requiring Council approval:** Motion made by Odekirk/Nelson to approve appointments D through H. Motion carries.
  - D. **Board of Review Alternate** – *2<sup>nd</sup> & 3rd Alternate Positions Open*
  - E. **Board of Appeals** – *Dennis Schwartz (3 yr)*
  - F. **Library Board** – *Julie VanNorwick and Linda Tolman (3 yr to May 1st, 2022)*
  - G. **Room Tax Commission** – *2 citizen members (1 yr) - 1 from the Hotel/Motel industry – Dan Buckman and 1 from the Plymouth business community – Mary Hauser*
  - H. **Public Safety Committee** – *Steve Douglas and Al Kranick*
5. **Approval of the Consent Agenda:** Alder Hansen requested to remove consent agenda items E & F, to have further discussion. Motion made by Nelson/Odekirk to approve items A through D and item G. Upon the call of the roll, all voted aye. Motion carries.
  - A. **Approve minutes of the meeting held April 21, 2020:**
  - B. **Approve payment of Utility & City vouchers dated 3/01 through 3/31:**
  - C. **Minutes acknowledged for filing – Plymouth Redevelopment Committee – April 17<sup>th</sup>:**
  - D. **Approve Beverage Operator License for Jennifer Blumer (Webers):**  
**Approved by the Clerk’s Office and Police Department:**

- E. **Approve Application for Event: Mill Street Festival – Hosted by Chamber of Commerce, to be held on July 11<sup>th</sup> from 9:00 a.m. to 5:00 p.m. Close North Street to Caroline Street and Mill Street. Approval is contingent on COVID situation. (Map provided in council packet) – Chamber of Commerce requests park shelter fee be waived.**
- F. **Approve Application for Event: Pumpkin Walk – Hosted by Chamber of Commerce to be held on October 30<sup>th</sup> from 4:00 p.m. to 9:00 p.m. located at Stayer Park. Approval is contingent on COVID situation. Chamber of Commerce requests park shelter fee be waived.**
- G. **Public Works & Utilities Committee recommendation from March 10<sup>th</sup> – Approve the Amendment to the Snow and Ice Policy Section IX: Snow Removal for Downtown Areas:**

**6. Ordinances:**

- A. **No. 7 An Ordinance Amending Chapter 7, Specifically Sections 7-2-31, 7-2-33, 7-2-34 and 7-2-35 of the Municipal Code of the City of Plymouth, Wisconsin Operator Licenses:** City Clerk/Treasurer Sabrina Dittman provided the council with the background on how beverage operator license applications are processed. Wisconsin Senate Bill 203 was signed and enacted on March 4<sup>th</sup> to amend State Statute 125.17(1) to include that the municipal governing body may by ordinance authorize a designated municipal official to issue and approve beverage operator licenses. Ordinance No. 7 authorizes the City/Clerk-Treasurer to approve or deny a license. Motion made by Gilson/Hansen to approve Ordinance No. 7 as stated. Upon the call of the roll, all voted aye. Motion carries.

**7. Resolutions:**

- A. **No. 9 A Resolution on Library Late Fines:** Library Director Leslie Jochman gave the council a brief background and explanation of the Fine Free Movement. Fine Free refers to eliminate fees charged for returning library material after their due date. Jochman explained that fees for lost, damaged, or unreturned materials will still be charged. Motion made by Odekirk/Gilson to approve Resolution No. 9 as stated. Upon the call of the roll, all voted aye. Motion carries.

- 8. Items removed from Consent Agenda:** Consent agenda items E & F were up for discussion. Alder Hansen said that he was in favor of the items, but wanted to know who determines who cancels the events. Mayor Pohlman said that cancelling the events would be determined on the COVID situation and the orders from the state. City Attorney Fieber addressed that the City of Plymouth has an Emergency Declaration, which follows the state's public gathering guidelines. Event cancellations will be based off of both the COVID situation and the state's orders. Motion made by Hansen/Hildebrand to approve items E & F on the consent agenda. A unanimous aye vote was cast by the council. Motion carries.

**9. New Business:**

- A. **Discussion and possible action regarding the opening of the Plymouth Aquatic Center / COVID 19 -** Interim City Administrator Cathy Austin started

the discussion mentioning Governor Ever's Badger Bounce back program and the three phases of implementation. Phase three of the program includes no minimum public group size order. The state would need to be in phase three in order to open the aquatic center. Interim Austin said that the city's pool is usually open for eleven weeks, typically June through August. Mayor Pohlman asked Interim Austin, what is the lead time for preparing the pool to be open? Interim Austin stated, one week. This would be to do maintenance, fill and clean the aquatic center. Interim Austin told the council that the City of Kenosha has already made the decision to not open their pool. Interim Austin asked the council if they would like to wait until after the state's May 12<sup>th</sup> order to have further discussion. Motion made by Nelson/Hansen to approve opening of the Plymouth Aquatic Center. Alder Nelson made a motion to table the discussion regarding the Plymouth Aquatic Center, motion was seconded by Alder Hansen. Upon the call of the roll, all voted aye. Motion carries.

- B. Discussion and possible action regarding the Plymouth Utilities Revenue Bond Rating** – City Administrator/Utilities Manager Brian Yerges told the council that historically the City of Plymouth had two bond ratings by Moody's. One based on general obligation debt and the other for revenue debt by the Plymouth Utilities. Administrator Yerges stated that all revenue debt has been turned into GO debt and as a result, all outstanding utility debt has either been paid off or transitioned to GO. Yerges said that since there is no outstanding revenue bonds, Moody's will terminate its official coverage and the revenue bond rating, unless we pay additional credit monitoring services. The cost to maintain the utility Aa3 bond rating is \$3,000, this would be an annual cost. Yerges said that Phil Cosson's of Ehler's recommends that the utility bond rating be discontinued as the fee of \$3,000 does not justify the benefits of maintaining the rating. Motion made by Nelson/Gilson to let the bond rating lapse. Upon the call of the roll, all voted aye. Motion carries. Alder Hansen publically thanks City Administrator/Utilities Manager Brian Yerges for his part in leading the utilities towards no revenue debt.

- 10. Adjourn to 8:00 PM on Tuesday, May 12, 2020:** Motion made by Odekirk/Gilson to adjourn. Motion carries. The meeting adjourned at 8:49 pm.

Minutes approved May 12, 2020

Sabrina Dittman, Clerk