

**CITY OF PLYMOUTH, WISCONSIN**  
**March 31, 2020 Common Council Meeting**  
**Assembly Room 303, City Hall, 128 Smith Street**

**OFFICIAL MEETING MINUTES**

1. **Call to order and roll call:** Mayor Pohlman called the meeting to order at 8:00 PM. On call of the roll, the following Alderpersons were present: Jack Fernsler, Amy Odekirk, Diane Gilson, Jim Wilson, Jim Sedlacek, Greg Hildebrand and Charles Hansen. Present via telephone Alderman John Nelson. Also present, City Administrator/Utilities Manager Brian Yerges, City Attorney Crystal Fieber and DPW Director Cathy Austin.
2. **Pledge of Allegiance:**
3. **Approval of the Consent Agenda:** Motion made by Hildebrand/Hansen to approve all items as listed. On call of the roll, all voted Aye. Motion carries.
  - A. **Approve minutes of the meeting held on March 10, 2020:**
  - B. **Approve Utility & City Reports:**
    - i. **Electric, Water and Sewage Sales Reports – February 2020:**
    - ii. **Utility Uncollectible Accounts – March - \$1,209.19:**
  - C. **Minutes acknowledged for filing – Public Works & Utility Committee – March 10<sup>th</sup>, Plymouth Community Television – Feb. 17<sup>th</sup> and Plymouth Redevelopment Authority – March 5<sup>th</sup>:**
  - D. **Building Report for March 2020 – 22 permits estimated at \$2,101,630.00:**
  - E. **Approve application for Temporary Class “B” Retailers License for Project Angel Hugs for the 13<sup>th</sup> Annual “Be An Angel” Benefit to be held at 39 S. Stafford St on June 14<sup>th</sup> from 11 a.m. – 6 p.m. Approved by Clerk’s Office and Police Department:**
  - F. **Approve Room Tax application: Airbnb, Inc. – Approved by City Clerk:**
  - G. **Approve change of Agent for “Class A Combo” Alcohol License for GPM Southeast/RStore #4519 to Jean Trakel – Approved by the Clerk’s Office and Police Department:**
  - H. **Approve change of Agent for “Class B Combo” Alcohol License for Cozy Bar to Amber Tellez – Approved by the Clerk’s Office and Police Department:**
  - I. **Approve Beverage Operator License for Cassandra Roehrborn (Weber’s of Plymouth) – Approved by the Clerk’s Office and Police Department:**
  - J. **Approve Provisional Alcohol License for Class “B” Beer to Sheboygan County Fair Association, 229 Fairview Drive, Agent David Mohs – Approved by the Clerk’s Office and Police Department:**
4. **Audience Comments: None**

5. **Resolutions:**
  - A. **No. 10 – A Resolution Ratifying the Mayoral Emergency Declaration Regarding COVID-19:** City Administrator/Utilities Manager Brian Yerges explained to the council that the resolution ratifies The City of Plymouth's Proclamation Regarding Emergency Declaration for COVID-19. The resolution states 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 precaution or action related to city operations for the welfare of the organization and community. Those actions and decisions will be routinely reported to the Mayor and Common Council. Motion was made by Wilson/Fernsler to approve the above as stated. Upon the call of the roll, all voted aye. Motion carries.
6. **Items removed from Consent Agenda: None.**
7. **New Business:**
  - A. **Discussion regarding holding future meetings remotely (telephone or via internet) for at least the month of April -** City Administrator/Utilities Manager Brian Yerges provided the council with information regarding how future council meetings can be ran remotely. Different options include using telephone conferencing or web-based video conferencing. City Attorney Fieber mentioned that the council meetings must comply with open meeting laws. Attorney Fieber mentioned that some potential challenges with holding meetings remotely can be internet connection issues and feedback with the telephones. Attorney Fieber said that the council will also have to decide how to handle closed session items. It was discussed that the council should consider using Zoom, which is a web-based video conferencing option. The council directed city staff to look further in to using Zoom for the April 21<sup>st</sup> council meeting.
8. **Entertain a motion to go into closed session:**
  - A. **Pursuant to Wis. Stat. 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Office of City Administrator/Utilities Manager.** Motion was made by Odekirk/Gilson to go into closed session at 8:31 p.m. Upon the call of the roll, all voted aye. Motion carries.
9. **Entertain a motion to go into open session:** Motion was made by Hansen/Hildebrand to go into open session at 9:23 p.m. Upon the call of the roll, all voted aye. Motion carries.
10. **Discussion and possible action on closed session item:** Motion was made by Hansen/Sedlacek to regrettably accept City Administrator/Utilities Manager Brian Yerges's resignation do to a job change. Motion was made by Hansen/Hildebrand to appoint Director Cathy Austin as Interim City Administrator, beginning on April 12<sup>th</sup> 2020. Upon the call of the roll, all voted aye. Motion carries.

**Adjourn to 8:00 PM, Tuesday, April 21, 2020:** Motion made by Wilson/Sedlacek to adjourn. Motion carries. The meeting adjourned at 9:25 PM.

Minutes approved April 21, 2020.

Sabrina Dittman, Clerk