

**CITY OF PLYMOUTH, WISCONSIN**  
**March 10, 2020 Common Council Meeting**  
**Room 302, 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: John Nelson, Jack Fernsler, Amy Odekirk, Diane Gilson, Jim Wilson, Jim Sedlacek and Greg Hildebrand. Absent was Charles Hansen. Also present, City Administrator/Utilities Manager Brian Yerges, City Attorney Crystal Fieber, Police Chief Jeff Tauscheck, DPW Director Cathy Austin and Fire Chief Denis Fellows.
- 2. Pledge of Allegiance:** Leading the Pledge of Allegiance was Jonah with Boy Scout Troop 851.
- 3. Approval of the Consent Agenda:** Motion made by Wilson/Fernsler to approve all items as listed. On call of the roll, all voted Aye. Motion carries.
  - A. Approve minutes of the meeting held February 25, 2020:**
  - B. Approve payment of Utility & City vouchers dated 2/01 through 2/28:**
  - C. Building Report for February 2020 - 15 permits estimated at \$166,352.00:**
  - D. Minutes acknowledged for filing – Finance & Personnel Committee – Feb. 25<sup>th</sup>, Plymouth Public Library – Feb. 3<sup>rd</sup> and The Housing Authority – Mar. 4<sup>th</sup>:**
  - E. Approve Beverage Operator Licenses for Denise Frey (Walmart), Stacey Weiberg (Freelance), Brandon Daetz (Walmart) - Approved by Clerk’s Office and Police Department:**
  - F. Approve Temp. Class “B” Alcohol License for Plymouth DAM - Taste of Plymouth, to be held at Stayer Park on June 22<sup>nd</sup> between the hours of 4:00 p.m. – 9:00 p.m. Underage persons are requested to be on the premise. Clerk’s Office and Police Department:**
  - G. Health Insurance Plan Document Update:**
  - H. Application for Event: Revolution Church – Community Easter Egg Hunt, to be held at Plymouth City Park on April 11, 2020 between the hours of 8:00 a.m. – Noon.**
  - I. Approve Room Tax Permit Application: Haus with the red door, located at 107 Smith Street, Owners – David and Barbara Wherle:**
  - J. Approval of Plymouth Fire Department 1<sup>st</sup> and 2<sup>nd</sup> Assistant Chief Job Descriptions:**
  - K. Approval of Plymouth Fire Department Captain Job Description:**
  - L. Approval of Plymouth Fire Department Acting Lieutenant Job Description:**

**4. Audience Comments: None**

**5. Resolutions:**

- A. No. 6 Resolution in Support of Rebranding the Plymouth Adult Community Center** - City Administrator/Utilities Manager Brian Yerges told that council that he and Alder Wilson attended a Generations strategic planning meeting in January where one of the items discussed was the need for Generations to focus on rebranding. Currently, the Plymouth Intergenerational Coalition or PIC runs the Plymouth Adult Community Center in the building called Generations. Resolution No. 6 was created in support of this change. Motion was made by Wilson/Sedlacek to approve the above resolution as stated. Upon the call of the roll, all voted aye. Motion carries.
- B. No. 7 Resolution Amending The City of Plymouth Zoning and Subdivision Fee Schedule** – City Administrator/Utilities Manager Brian Yerges said that the last time the zoning fees were adjusted was in 2011. The zoning and subdivision fee schedule was reviewed by the Finance & Personnel Committee and at the February 25<sup>th</sup> committee meeting it was recommended to accept the revisions that were made by city staff on the fee schedule. Motion was made Sedlacek/Wilson to approve the revisions to the fee schedule. Upon the call of the roll, all voted aye. Motion carries.
- C. No. 8 Resolution Incorporation of Stormwater Utility Manual into Plymouth Utilities Customer Care Manual** – City Administrator/Utilities Manager Brian Yerges informed the council that they adopted Resolutions 20 & 22 of 2019, which established the Stormwater Credit Policy and user rate charges for the Stormwater Utility. Resolution No. 8 is to include the Storm Water Utility Rates & Regulations into the Utility Customer Care Manual. Motion was made by Hildebrand/Odekirk to approve Resolution No. 8 of 2020. Upon the call of the roll, all voted aye. Motion carries.

**6. Items removed from Consent Agenda: None.**

**7. New Business:**

- A. Approve quote from JSM Secure in the amount of \$81,926 for the Security Camera Upgrade Project. Funds to come from the 2020 Capital Improvement Plan** – City Administrator/Utilities Manager Brian Yerges mentioned that the 2020 capital improvement plan budget (city & utilities) included funds totaling \$95,226. This money was set aside to upgrade and expand the security camera system

project. The project includes the DPW garage, City Hall, Police Department, electric substations and water well locations. A camera project quote was submitted by JSM in the amount of \$81,926. Motion was made by Nelson/Gilson to approve the quote from JSM. Upon the call of the roll, all voted aye. Motion carries.

- B. Approve Esri ArcGIS Enterprise Software Agreement & Server Purchase –** City Administrator/Utilities Manager Brian Yerges informed the council that the Esri ArcGIS Enterprise Software will help to improve asset management for the electrical distribution center, sanitary, stormwater, water, trees and signs departments. Future benefits will include integrating the metering system with ArcGIS maps. This would allow the creation of an outage map. The Esri ArcGIS agreement is an initial three year software agreement. Annual cost associated with the agreement is \$30,600. It is also proposed to store the data by hosting the data on local servers vs. storing it on the cloud. Two servers would total \$19,070.88. The second server could be purchased in 2021. Two servers will provide back-up capability. Motion was made by Nelson/Wilson to approve the Esri ArcGIS Enterprise level agreement and to purchase the servers. Upon the call of the roll, all voted aye. Motion carries.
- C. Authorize professional services for landfill compliance requirements –** DPW Director Cathy Austin explained to the council that the City of Plymouth along with the Village of Elkhart Lake, City of Kiel and the Village of Glenbeulah owned and operated an incinerator site from 1968-1988. The site is currently tested four times a year and those results are submitted to the DNR. Results have shown exceedance levels at two of the sampling wells. One for Iron and the other for chloride. Director Austin said that based on city records she was able to locate, the exceedances have been in existence since 2005. The DNR is now requiring that the cause of the elevated measurements be assessed and the results be returned back to the DNR. Director Austin stated that she received two proposals for the assessment work. Director Austin is proposing that the work be completed by Sand Creek Consultants in the amount of \$2,750. This dollar amount would be divided between the communities based on their percentage rates. The City of Plymouth's expense portion is \$1,595. Motion was made by Nelson/Fernsler to approve the above as stated. Upon the call of the roll, all vote aye. Motion carries.

- 8. Entertain a motion to go into closed session:** Motion was made by Hildebrand/Sedlacek to go into closed session at 8:20 p.m. for items A & B. Upon the call of the roll, all voted aye. Motion carries.

**A. Pursuant to Wis. Stat. 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding 609 Riverview Drive:**

**B. Pursuant to Wis. Stat. 19.85 (1)(f) considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific**

**personnel, problems or the investigation of charges against specific persons except where par. (b) applies of which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: Limited Term Position for the Clerk/Treasurer's Office:**

9. **Entertain a motion to go into open session:** Motion was made by Sedlacek/Fernsler to go into open session at 8:43 p.m. on items A & B.

10. **Discussion and possible action on closed session items:**

**A. Pursuant to Wis. Stat. 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding 609 Riverview Drive:** Motion was made by Nelson/Sedlacek to present an offer to purchase in the amount of \$40,000 plus costs for surveying. Funds to come from the General Fund. Upon the call of the roll, all voted aye. Motion carries.

**B. Pursuant to Wis. Stat. 19.85 (1)(f) considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel, problems or the investigation of charges against specific persons except where par. (b) applies of which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: Limited Term Position for the Clerk/Treasurer's Office:** Motion was made by Sedlacek/Wilson to approve two LTE's at \$15.00 per hour from August to December 2020. Upon the call of the roll, all voted aye. Motion carries.

**Adjourn to 8:00 PM, Tuesday, March 31, 2020:** Motion made by Wilson/Odekirk to adjourn. Motion carries. The meeting adjourned at 8:46 PM.

Minutes approved March 31, 2020.

Sabrina Dittman, Clerk