

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, JANUARY 11, 2022 COMMON COUNCIL MEETING
128 SMITH ST. PLYMOUTH, WI 53073**

OFFICIAL MEETING MINUTES

1. **Call to order and roll call:** Mayor Don Pohlman called the meeting to order at 7:00 PM. On call of the roll, the following Alderpersons were present: John Nelson, Diane Gilson, Bob Schilsky, Jim Wilson, Charlie Hansen, Greg Hildebrand and Amy Odekirk. Also present were: Interim City Administrator/Utilities Manager Cathy Austin, and City Attorney Crystal Fieber.
2. **Pledge of Allegiance.**
3. **Approval of the Consent Agenda (Alderpersons may request removal of item(s), or part thereof without debate or vote):**
 - A. **Approve minutes of the meeting held Tuesday, December 14, 2021**
 - B. **Approve City and Utility Reports:** Motion was made by Wilson/Hildebrand to approve all items listed. Upon the call of the roll, all voted aye. Motion carries.
 - I. **List of City & Utility Vouchers dated 12/1/21-12/31/21**
 - II. **Electric, Water and Sewer Sales Report- November 2021**
 - III. **Utility Related Write Offs for December - \$1,319.35**
 - C. **Minutes acknowledged for filing – Finance & Personnel Committee: December 14 – Downtown Design Guide Ad Hoc Committee: December 9**
 - D. **Building Report for December 2021 – 29 permits estimated at \$1,424,328.00**
4. **Audience Comments:** Citizens comments must be recognized by the mayor or presiding officer and are limited to three minutes per person from those signed in on the registration sheet located at the back of the Council Chambers prior to the start of the meeting. None
5. **Items removed from Consent Agenda:** None
6. **New Business:**
 - A. **Approve Common Facilities Agreement between the City of Plymouth (Plymouth Utilities) and American Transmission Company:** Interim City Administrator/Utilities Manager Austin explained that since 2021 the FERC is requiring some modifications to the language in the agreement. Specifically regarding, more detail on how charges are calculated. The charges will still be handled in the same way as they have been previously. Motion was made by Nelson/Hansen to approve the Common Facility Agreement as presented and authorize signature by Interim City Administrator/Utilities Manager. Upon the call of the roll, all voted aye. Motion carries.
 - B. **Approve purchase of Portable Traffic Signals from OMJC Signal for \$52,800.00: Electrical Operations Manager – Interim City** Administrator/Utilities Manager Austin stated that utility work on State roads need traffic control lights. The traffic signals can also be used in rural areas

where there are limits visuals over hills and around curves. Motion was made by Nelson/Hansen to approve the purchase of traffic controls from OMJC Signal for \$52,800. Upon the call of the roll, all voted aye. Motion carries.

- C. **Appointment of Mark Melcher to the Police and Fire Commission to fill remaining term until May 1, 2025:** Mayor Donald Pohlman stated he would be appointing Mark Melcher to the Police and Fire Commission. Upon the call of the roll, all voted aye. Motion carries.
- D. **Approval of City Administrator/Utilities Manager Job Description:** Interim City Administrator/Utilities Manager stated that 90% of the job description is the same. Some duties were added to the Plymouth Utilities portion and thing were reorganized. Motion was made by Nelson/Gilson to approve the City Administrator/Utilities Manager job description. A unanimous aye vote was cast. Motion carries.

- 7. **Entertain a motion to go into closed session:** Motion was made by Wilson/Odekirk to go into closed session. Upon the call of the roll, all voted aye. Motion carries.

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 selling a portion of parcel 59271822280

AND

Pursuant to Wis. Stat. 19.85(1)(g) conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and Pursuant to Wis. Stat. 19.85(1)(f) Considering financial, medial, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies 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 regarding 313 Forest Ave.

- 8. **Entertain a motion to go into open session:** Motion was made by Hildebrand/Gilson to go into open session. Upon the call of the roll, all voted aye. Motion carries.
- 9. **Discussion and possible action on closed session items:** Motion was made by Hildebrand/Hansen to authorize Interim City Administrator/Utilities Manager Austin to sell a portion of parcel 5927182280. Upon the call of the roll, all voted aye. Motion carries.

Motion was made by Hildebrand/Wilson to approve the raze order for 313 Forest Ave. Upon the call of the roll, all voted aye. Motion carries.

- 10. **Adjourn to 7:00 PM on Tuesday, January 25, 2022** Motion was made by Hansen/Odekirk to adjourn the meeting. A unanimous aye vote was cast. Motion carries.