

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, MARCH 29, 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: Amy Odekirk, Charles Hansen, Diane Gilson, Greg Hildebrand, Jim Wilson, Bob Schilsky, Angie Matzdorf, and John Nelson. Also present were: Interim City Administrator/Utilities Manager Cathy Austin, Fire Chief Ryan Pafford, Police Chief Jeff Tauscheck, Leslie Jochman and City Clerk Anna Voigt.
2. **Pledge of Allegiance.**
3. **Approval of the Consent Agenda (Alderpersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Odekirk/Nelson to approve all the items listed. Upon the call of the roll, all voted aye. Motion carries
 - A. **Approve minutes of the meeting held Tuesday, March 8, 2022**
 - B. **Approve City and Utility Reports:**
 - I. **Electric, Water and Sewer Sales Report – February 2022**
 - II. **Utility Related Write Offs for March - \$2,877.70**
 - C. **Minutes acknowledged for filing – Housing Authority: March 9 – Community Television: February 22 – Plan Commission: March 3 – Downtown Design Guidelines Ad Hoc Committee: March 10**
 - D. **Approve Police Records Person and Customer Support Specialist Job Descriptions**
 - E. **Approve Application for a “Class A Combination” Liquor License for Plymouth Shell, 1403 Eastern Ave., from Hollandtown Minimart LLC, Dinesh Tiwari, President, to be effective on April 1, 2022. Contingent upon surrender of license from Plymouth Enterprises LLC, Santosh Adhikari present owner on end of day March 31, 2022 – approved by the Clerk’s Office and Police Department**
 - F. **Approve change of agent for “Class A Combo” Alcohol License for Pick ‘n Save / Ultimate Mart to Dan Kersten – approved by Clerk’s Office and Police Department**
 - G. **Approve Annual Mobile Home Park Application: Plymouth MHP LLC – 728 State Hwy 57**
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. John Binder suggested the Mayor and Council have a proclamation for Earth Day. Binder went over the history and importance of Earth Day.
5. **Items removed from Consent Agenda:** None
6. **Ordinance:**
 - A. **No. 4 – Ordinance Amending Section 2-1-9 of the Municipal Code of the City of Plymouth, Wisconsin Regarding Residence of Employees:** Interim City Administrator/Utilities Manager Austin explained this change was brought forward by the Police and Fire Chief to help with recruitment. The ordinance change is proposed to take out the 15-mile radius for sworn

employees of the police and fire department. Police Chief and Fire Chief will be added to the definition of “Emergency Personnel”. Motion was made by Wilson/Hildebrand to approve Ordinance 4 of 2022. Upon the call of the roll, all voted aye. Motion carries

7. Proclamations:

A. Recognition of Arbor Day in the City of Plymouth on April 29, 2022:

Mayor Pohlman stated that City will be planting a tree for Arbor Day just like in years past. Motion was made by Nelson/Odekirk to approve the proclamation recognizing Arbor Day. A unanimous aye vote was cast. Motion carries.

B. Recognition of Library Week in the City of Plymouth on April 3-9, 2022:

Mayor Pohlman presented the proclamation and 2020 Innovation Award from the Plymouth Chamber of Commerce to Library Director Leslie Jochman. Jochman thanked the Mayor and Plymouth Chamber of Commerce. She also stated she was incredible proud of her staff in the last 2 years. Motion was made by Odekirk/Wilson to approve the proclamation recognizing Library Week. A unanimous aye vote was cast. Motion carries.

Mayor Pohlman also presented the Friend of the Chamber Award from the Plymouth Chamber of Commerce to the City Garage.

C. Recognition of Municipal Treasurers Week in the City of Plymouth on April 17-23, 2022: Motion was made by Hildebrand/Wilson to approve the proclamation recognizing Municipal Treasurers Week. A unanimous aye vote was cast. Motion carries.

8. New Business:

A. Approve Council Date Change / Eliminate April 12, 2022 Council Meeting: Motion was made by Nelson/Hildebrand to approve council date change. A unanimous aye vote was cast. Motion carries.

B. Approve Appointment of Jo Clark to the Park Commission for term expiring May 2023: Motion was made by Schilsky/Wilson to approve appointment of Jo Clark to the Park Commission. A unanimous aye vote was cast. Motion carries.

C. Approve Snowplow Easement Agreement – Tumbler Ridge Way: Interim City Administrator/Utilities Manager Austin explained that there is a parcel in the Town of Plymouth on the edge of the city that would like to extend their driveway off of Tumbler Ridge. This easement would grant the City permission to move snow on to the property owners land from the road. Motion was made Nelson/Odekirk to approve the snowplow easement agreement. Upon the call of the roll, all voted aye. Motion carries.

D. Discussion and Recommendation of City Administrator/Utilities Manager Recruitment Schedule and Process: Interim City Administrator/Utilities Manager Austin explained the two potential schedules talked about at Finance and Personnel Committee. The first option would be to authorize the Finance and Personnel Committee to proceed with the selection of the candidates and first round interviews. Also, allowing up to two citizens that currently sit on City committees/commissions/boards to be part of the first-round interviews in an advisory capacity. The second option would be for the entire Committee of the Whole will proceed with selection of candidates, 1st round interview, and 2nd round interviews. Motion was made by Hildebrand/Nelson to have the Finance and Personnel Committee do the interviews and recommend a candidate to Council. Upon the call of

the roll, motion failed with a 3-5 vote. Motion was made by Odekirk/Schilsky to have Committee of the Whole do the interviews with the option of adding 2 citizens in an advisory compacity. Upon the call of the roll, all voted aye. Motion carries.

9. **Adjourn to 7:00 PM on Tuesday, April 19, 2022 (Organizational Meeting).** Motion was made by Wilson/Schilsky to adjourn the meeting. A unanimous aye vote was cast. Motion carries.