

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, MARCH 28, 2023 COMMON COUNCIL MEETING
COUNCIL CHAMBERS, ROOM 302
128 SMITH ST. PLYMOUTH, WI 53073**

OFFICIAL MINUTES

1. **Call to order and roll call:** Mayor Donald Pohlman called the meeting to order at 7:00 PM. On call of the roll, the following Alderpersons were present: Greg Hildebrand, Charles Hansen, Diane Gilson, Bob Schilsky, Amy Odekirk, Angie Matzdorf, Mike Penkwitz and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Director of Public Works Cathy Austin, Building Inspector Pete Scheuerman, Interim Police Chief Matt Starker, and Clerk/Treasurer 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 Nelson/Odekirk to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, March 14, 2023**
 - B. **Approve City and Utility Reports:**
 - I. **Electric, Water and Sewer Sales Report – February 2023**
 - II. **Utility Related Write Offs for March - \$975.02**
 - C. **Minutes acknowledged for filing —Library Board: January 9 and February 8 –Plymouth Community Television: February 20 - Police and Fire Commission: March 7 - Finance and Personal: March 14**
 - D. **Approve Temporary 4th Dog Request 419 N Milwaukee St.**
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 Nelson made a comment about the Affordable Housing Ad Hoc Committee. He explained that the name of the Committee may be misleading people. The goal for the committee is to look at housing for the workforce and elderly in the City. Jim Haash is running for Sheboygan County Circuit Court 2 Branch. Haash spoke about himself and why he would be a good choice for the Sheboygan County Circuit Court. Charlie Hansen thanked Emmitt from the Review and for his many dedicated years in covering the Council Meetings.
5. **Items removed from Consent Agenda:** None
6. **Proclamation:**

- A. **Recognition of Maple Week in the City of Plymouth during the first week of April** – Mayor Pohlman proclaimed the first week in April as Maple Week throughout the City of Plymouth. Motion was made by Nelson/Hildebrand to approve the proclamation. A unanimous aye vote was cast. Motion carried.

7. **New Business:**

- A. **Approval of Mike Olig to Housing Authority** – Mayor Pohlman appointed Mike Olig to the Plymouth Housing Authority. Motion was made by Hildebrand/Penkwitz. A unanimous aye vote was cast. Motion carried.
- B. **Approval of Engineering Services Agreement with Ayres Associates to assist the City in making the decision on whether to remove the Mullet River Dam completely or make necessary upgrades/replace the dam to meet DNR regulations** – City Administrator/Utilities Manager Blakeslee explained in 2015 the City of Plymouth received a notice from the WDNR that required the spillway capacity of the Mullet River Dam be brought into compliance within 10 years. As part of the 2023 budget, the City included funding to hire an engineering firm to provide services to assist the City in making the decision on whether to remove the dam completely or make necessary upgrades/replace the dam to meet DNR regulation. The City issued a RFQ in early 2023 and received proposals from Kapur & Associates and Ayres Associates. Staff recommends the selection of Ayres Associates after review of the provided qualifications. Ayres Associates has significant experience in both dam removal and dam upgrade/replacement. The cost of services from Ayres is \$28,883 which is within the 2023 Budget. Adam Schneider from Ayres Associates was at the meeting to answer any questions. Ayres Associates just worked with Burlington on their dam and the Council decided to take it to referendum. Hildebrand stated he would like to see this go to referendum. Mayor Pohlman asked what the turnaround on the study would be. Schneider answered it would be 150 days from approval. Schneider also mentioned a DNR grant available to help with some of the cost. The Council had a few questions about the timeline and the scope of the project. More information will be shared as Ayres does their study. Motion was by Nelson/Hansen to approve the agreement with Ayres Associates to assist the City in making the decision to remove the Mullet River Dam or upgrade/replace the dam to meet DNR regulation. Upon the call of the roll, all voted aye. Motion carried.
- C. **Approval of an Agreement for Strategic Planning Services with CP Squared Consulting** – City Administrator/Utilities Manager Blakeslee explained that the strategic planning was identified as a priority in the City Administrator/Utilities Manager's 2023-2025 Work Plan. Funds were budgeted to hire a consultant to assist staff in the facilitation of a strategic planning workshop and to prepare a strategic plan report that can be used and updated on a yearly basis. The intention would be to kick this project off mid-summer prior the start of preparation for the 2024 budget. Motion was made by Penkwitz/Odekirk. Upon the call of the roll; Aye: Gilson, Nelson, Odekirk, Hansen, Matzdorf, Schilsky, Penkwitz, No: Hildebrand. Motion carried.

8. **Entertain a motion to go into closed session for the following:** Motion was made by Gilson/Hildebrand to go into closed session. Upon the call of the roll. All voted aye, motion carried.

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 – Purchase portion of parcel 59012158040 for new Electric Utility Substation
9. **Entertain a motion to go into open session:** Motion was made by Nelson/Hansen to go into open session. Upon the call of the roll. All voted aye, motion carried.
10. **Discussion and possible action on closed session item:** Motion was made to approve the purchase a portion of parcel 59012158040 for a new Electric Utility Substation. Upon the call of the roll. All voted aye. Motion carried.
11. **Adjourn to 7:00 PM on Tuesday, April 11, 2023** Motion was made by Hildebrand/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.