

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, MAY 9, 2023 COMMON COUNCIL MEETING  
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, Jeff Tauscheck, Dave Herrmann, Angie Matzdorf, Diane Gilson, Mike Penkwitz, Bob Schilsky, and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Interim Police Chief Matt Starker, Director of Public Works Cathy Austin, and City Clerk / Deputy 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 Gilson/Matzdorf to approve the consent agenda as stated. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meeting held Tuesday, April 25, 2023**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 4/1/23 – 4/30/23**
  - C. **Minutes acknowledged for filing – Finance & Personnel: April 25, and Redevelopment Authority: April 27**
  - D. **Building Report for April 2023 – 36 permits at \$2,339,422.00**
  - E. **Approve Sidewalk Café Permit from Moxie, Patrick O’Toole**
  - F. **Approve Application for a Class B Beer, Class C Wine Liquor License for Uncle Dino’s Pizza LLC, 19 S Milwaukee St., from Travis Lambrecht, Agent, to be effective on July 1, 2023 and Provisional License upon approval.**
  - G. **Approve Change of Agent for “Class B Combo” Alcohol License for Sweet Basil to Sara Immel – Approved by Clerk’s Office and Police Department**
  - H. **Approve Application for Event: Dire Dyes Open / Disk Golf Tournament / Meyers Park – August 12**
  - I. **Approve Street Use Closure: Patrick Campbell / PJ Campbells Depot / May 29**
  - J. **Finance Director Job Description**
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: Greg Hildebrand thanked Interim Police Chief Matt Starker for serving as Interim while searching for a Police Chief.
5. **Items removed from Consent Agenda:** None
6. **Resolution:**
  - A. **No. 9 World Migratory Bird Day Resolution-** Motion was made by Hildebrand/Tauscheck to approve the World Migratory Bird Day Resolution. A unanimous aye vote was cast. Motion carried.

7. **New Business:**

- A. Farmers Market Event Application and Ordinance Discussion** – City Administrator/Utilities Manager Blakeslee explained that at the Finance & Personnel Committee meeting on April 25 there was a discussion regarding adjusting the transient merchant permit fee for farmers market events in Plymouth. The consensus at the committee level was to move forward with an ordinance change, but the Council would like to hear from Sheboygan County Interfaith Organization (SCIO) regarding the challenges and opportunities of the farmers market in Plymouth. In the meantime, the SCIO has submitted an event application as a result of a pending relocation of the Farmers Market. Lisa Stephan from SCIO spoke about the farmers market in Plymouth. SCIO organizes the farmers market in Sheboygan and is struggling to get Plymouth to succeed. Stephan stated that Sheboygan charges \$5 per event per vendor for each craft or food vendor. Stephan stated that SCIO would collect all the fees and submit them to the Clerk's Office. They would like to move the market to the parking lot by Eastern Ave and Mill St. Mayor Pohlman asked if they took care of all the seller's permits so staff wouldn't have to verify, they were up to date. Stephan's stated their office handled all of that. Deputy Chief stated he had no concerns. Motion was made by Penkwitz/Schilsky to approve the event application for the farmers market and direct staff to proceed with drafting an ordinance revising the transient merchant process related to farmers markets. Upon the call of the roll, all voted aye. Motion carried.
- B. Approval of Strutz Building Demolition Donation** – City Administrator/Utilities Manager, Blakeslee explained that the City owns the former Strutz Financial building north of Stayer Jr. Park. The building is in blighted condition, has water damage, and sits in the floodway. A community effort was made several years ago to demolish the building and turn it into a shelter, but it quickly became cost prohibitive. The applied for the new Vibrant Spaces Grant but did not receive it. A private donor who wishes to remain anonymous has agreed to demolish the Strutz Financial Building as an in-kind contribution. Motion was made by Tauscheck/Hildebrand to raze the Strutz Financial Building on Parcel 59271813530 and accept the donated demolition work. Upon the call of the roll, all voted aye. Motion carried.
- C. Stormwater Maintenance Agreement with Hillcrest** – Public Work Director Austin explained in 2018 the City entered into a Development Agreement with Greystone 2<sup>nd</sup> Addition and Greystone Condominiums. In that agreement, a Stormwater Management and Maintenance Agreement was required and shall be recorded against the property in the Deeds Office. The Agreement requires that the on-site Stormwater Management Facility be adequately maintained by the owner or the successors. It requires that it be inspected twice a year and if any work is needed to get the pond back into compliance, they are responsible to do so. If they fail to perform any corrective action work, the agreement stipulates that the City may perform the work and assess the properties. Motion was made by Hildebrand/Tauscheck to approve the Stormwater Drainage Facilities Maintenance Agreement with Hillcrest Plymouth, LLC. Upon the call of the roll, all voted aye. Motion carried.

**D. Approve 2023 Capital Project: WWTP: TRANE-Chiller Replacement to Aldag/Honold Mechanical, Inc. in the amount of \$48,723.00** – Public Works Director Austin explained that as part of the 2023 Capital Improvement Plan, funds were allocated to replace the TRANE – Chiller at the Wastewater Treatment Plant. The chiller services the entire main building, but the main area it cools is the lab room. The lab room must stay within 17-23 degrees Celsius. The 2023 Capital Budget allocated \$40,000 for this project, but that was for only one gate. There are sufficient funds in the Sanitary Sewer budget to cover the overage. Motion was made by Tauscheck/Gilson to approve the proposal from Aldag/Honold Mechanical, Inc. in the amount of \$48,723. Upon the call of the roll, all voted aye. Motion carried.

8. **Entertain a motion to go into closed session for the following:** Motion was made by Herrmann/Tauscheck to go into closed session. Upon the call of the roll, all voted aye. Motion carried.  
Entertain a motion to go into closed session for the following:  
pursuant to Wis. Stat. 19-85 (1)(c) considering employments, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding the City Treasurer
9. **Entertain a motion to go into open session:** Motion was made by Tauscheck/Matzdorf 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 by Hildebrand/Tauscheck to approve the interim salary adjustment to \$65,000 for the City Treasurer until the Staff Accountant position is filled. Upon the call of the roll, all voted aye. Motion carried.
11. **Adjourn to 7:00 PM on Tuesday, May 30, 2023:** Motion was made by Tauscheck/Hildebrand to adjourn the meeting. A unanimous aye vote was cast. Motion carried.