

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, APRIL 8, 2025 COMMON COUNCIL MEETING**

OFFICIAL MINUTES

1. **Call to order and roll call:** Mayor Pohlman called the meeting to order. On the call of the roll the following were present: Angie Matzdorf, Greg Hildebrand, Diane Gilson, John Binder, Dave Herrmann, John Nelson and Mike Penkwitz. Also present: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Director of Public Works Cathy Austin, Police Chief Ken Ruggles, Assistant Administrator/Community Development Director Jack Johnston, and City Clerk/Deputy Treasurer Anna Voigt.
2. **Pledge of Allegiance.**
3. **Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Hildebrand/Penkowitz 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 25, 2025**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 03/01/2025 – 03/31/2025**
 - C. **Minutes acknowledged for filing — Community Television: March 10 – Ad Hoc Library Repair, Renovation and Expansion Committee**
 - D. **Building Report for March 2025 – 33 Permits at \$28,776,051**
 - E. **Receive and File Annual Liquor License Report from Police Department**
 - F. **Approve Application for Event / Temporary Class “B” License for Plymouth Downtown Arts & Merchants – Shops ‘N Hops, to be held on May 2, 2025 from 5 PM – 9 PM.**
 - G. **Approve Street Closure of E Main St. between Caroline and Smith St. on April 27, 2025 from 10 AM – 3 PM. for the Fire Departments Annual Chicken BBQ**
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. **Public Hearing followed by Discussion and Action:**
 - A. **Ordinance No. 6 An Ordinance Amending Section 13-1-103 and 13-1-106, Zoning Code of the Municipal Code of the City of Plymouth, Wisconsin Regarding Wall Signs and Ground Signs** – Mayor Pohlman opened the public hearing at 7:01 PM. Assistant City Administrator / Community Development Director explained in November 2024 the City of Plymouth Board of Appeals reviewed a variance request from Sargento to place signage higher than what is allowed by City code on their upcoming LAG building renovation project. The request to allow signage higher than permitted by code was denied by the Board of Appeals because it did not meet the three-part test. Staff discussed this provision of code with the Committee of the Whole in January 2025. The committee’s recommendation at that time was to loosen the restriction on sign height placement as long as the ordinance did not increase the actual size of signage allowed. With no further comments the Mayor closed the public hearing at 7:04 PM. Motion was made by

Hildebrand/Herrmann to approve Ordinance 6. Upon the call of the roll, all voted aye. Motion carried.

7. Resolution:

- A. No. 5 Commendation for Alderperson John Nelson** – Mayor Pohlman presented the Resolution to Alderperson John Nelson. Motion was made by Binder/Hildebrand to approve Resolution #5 Commendation for Alderperson John Nelson. A unanimous aye vote was cast. Motion carried.

8. Proclamations:

- A. Recognition of Arbor Day in the City of Plymouth April 25, 2025** – Mayor Pohlman read the Proclamation for Arbor Day. Motion was made Nelson/Matzdorf to approve the Proclamation. A unanimous aye vote was cast. Motion carried.
- B. Recognition of National Library Week April 6 – April 12, 2025** – Mayor Pohlman read the Proclamation for Library Week. Motion was made by Matzdorf/Herrmann to approve the proclamation. A unanimous aye vote was cast. Motion carried.

9. New Business:

- A. Discussion and Possible Action on Annual Street Program Bids: Collins St. Eastern Ave. to Stafford St. including Hill Court** – Director of Public Works Austin explained that the city open bids for the 2025 street project. Seven bids were received, with David Tenor Corporation being the lowest bidder. The 2025 Capital Plan allocated \$500,000 from the City Capital Improvement Budget and \$500,00 from the Utility Capital Improvement Budget. However, the total project bids came in over budget. Austin stated that it came in over budget for several factors. One factor is the project expanded to include Hill Court. City Administrator/Utilities Manager Blakeslee explained that the overrun from the City share will be covered by capital fund balance. The City has \$287,725 in capital funding available from County Trail project that was previously budgeted but no longer requires City funding. The overrun from the Utilities share can be added to the debt issuance following consultation with the city's financial advisors. Motion was made by Matzdorf/Binder to award the 2025 Street Project to David Tener Corporation in the amount of \$1,353,509.89. Upon the call of the roll, all voted aye. Motion carried.
- B. Discussion and Possible Action on Agreement with Kapur Engineering for Construction Management for the 2025 Street Project** – Director of Public Works Austin explained that related to item 9A. The city also received Construction Management Agreement from Kapur & Associates to perform staking, on-site inspections and prepare as-built drawings for the street project. Motion was made by Nelson/Penkwitz to approve the professional service agreement with Kapur & Associates in the amount of \$98,970.00. Upon the call of the roll, all voted aye. Motion carried.
- C. Discussion and Possible Action on Rapid Flashing Beacon Bids: Eastern Ave at N Bruns Ave.** – Director of Public Works Austin explained that part of the 2025 Capital Improvement Plan \$50,000 was allocated for the ADA modifications to the pedestrian crossing on Eastern Ave. at N Bruns Ave. along with the installation of one set of solar-powered, push button activated, Rapid Flashing Beacon Pedestrian Crossing Signs. The City received six bids with ZR LLC Concrete being the lowest bidder. Motion was made by Hildebrand/Matzdorf to award the project to ZR LLC concrete for a total bid

amount of \$64,980.00 and allotting up to \$14,980.00 to be used from Capital Fund Balance. Upon the call of roll, all voted aye. Motion carried.

D. Discussion and Possible Action on Utility Easement with Laack Block- City Administrator / Utilities Manager Blakeslee stated that LAG Family LLC has received a building permit to begin construction on the Laack Block Project. As part of the required upgrades, a new private sanitary sewer line must be installed to connect to the City's public sanitary system. The private line will cross under the City parking lot, which requires the City to grant an easement to allow for both the construction of the line and future maintenance. Motion was made by Nelson/Herrmann to approve the Utility Easement with LAG Family LLC. Upon the call of the roll, all voted aye. Motion carried.

E. Discussion and Possible Action on Encroachment Agreement with Laack Block – City Administrator / Utilities Manager Blakeslee explained similar to item 9D. The LAG Family LLC has received a building permit to begin construction. As part of the planned improvements, LAG Family LLC intends to reopen the window wells along Stafford St. to allow natural light into the basement area, install fencing around the reopened window wells, and construct the necessary storm sewer infrastructure for the wells. The window wells are located within the existing City right-of-way on Stafford St. and will require the City to grant an encroachment easement to allow LAG Family LLC to complete the proposed work. Motion was made by Herrman/Penkwitz to approve the encroachment easement agreement with LAG Family LLC. Upon the call of the roll. All voted aye. Motion carried.

10. Entertain a Motion to go into Closed Session for the following: Motion was made by Gilson/Herrman to go into closed session. Upon the call of the roll, all voted aye. Motion carried.

Pursuant to Wis. Stat. 19.85 (e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session – Negotiations regarding West Stafford Street Parking Lot Project

11. 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 carried.

12. Discussion and Possible Action on Closed Session Items: None.

13. Adjourn to 7:00 PM on Tuesday, April 15, 2025: Mayor Pohlman handed the gavel over to John Nelson to adjourn the meeting. Motion was made by Hildebrand/Gilson to adjourn the meeting. A unanimous aye vote was cast. Motion carried.