

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, NOVEMBER 29, 2022 COMMON COUNCIL MEETING
7:00 PM COUNCIL CHAMBERS, ROOM 302
128 SMITH ST. PLYMOUTH, WI 53073**

AGENDA

- 1. Call to order and roll call**
- 2. Pledge of Allegiance.**
- 3. Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):**
 - A. Approve minutes of the meetings held Tuesday, November 15, 2022**
 - B. Approve City and Utility Reports:**
 - I. Electric, Water and Sewer Sales Report – October 2022**
 - II. Utility Related Write Offs for November - \$3,947.62**
 - C. Minutes acknowledged for filing – Board of Review: October 26 - Police and Fire Commission: October 31 – Housing Authority: November 16**
 - D. Approval of Room Tax Permit from Evolve Vacation Rental Network Inc.**
- 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.**
- 5. Items removed from Consent Agenda:**
- 6. Resolution:**
 - A. No. 11 - Creating Ad-Hoc Affordable Housing Committee – Tim Blakeslee, City Administration / Utilities Manager**
- 7. New Business:**
 - A. On-tech Cyber Security Audit Presentation – Dave Augustin, IT Manager**
 - B. Announce Public Hearing for Certified Survey Map for parcels 59271821071, 59271821072, and 59271821042 will be held at the Common Council on Tuesday, December 13, 2022 at 7:00 PM.**
 - C. Announce Public Hearing for Amendment to Comprehensive Plan for parcels 59271821071, and a portion of 59271821072 will be held at the Common Council on Tuesday, December 13, 2022 at 7:00 PM**
 - D. Announce Public Hearing for Re-Zoning Lands for parcels 59271821071 and part of 59271821072 will be held at the Common Council on Tuesday, December 13, 2022 at 7:00 PM**

- 8. Entertain a motion to go into closed session for the following:**
Pursuant to Wis. Stat. 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding Salary Resolution No. 10
- 9. Entertain a motion to go into open session**
- 10. Discussion and possible action on closed session item**
 - A. Resolution No. 10 Establishing the 2023 Compensation for Non-Union Employees**
- 11. Adjourn to 7:00 PM on Tuesday, December 13, 2022**

It is likely a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office at 900 County Road PP, Plymouth, WI or call 920-893-3853.

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, NOVEMBER 15, 2022 COMMON COUNCIL MEETING
128 SMITH ST. PLYMOUTH, WI 53073**

UNOFFICIAL MEETING MINUTES

1. **Call to order and roll call:** Mayor Don Pohlman called the meeting to order at 7:20 PM. On call of the roll, the following Alderpersons were present: Charles Hansen, Angie Matzdorf, Diane Gilson, Greg Hildebrand, Jim Wilson, Amy Odekirk, Bob Schilsky and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works/City Engineer Cathy Austin, Deputy Police Chief Matt Starker, and Fire Chief Ryan Pafford.
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 Hildebrand/Odekirk to approve the items on the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meetings held Tuesday, October 25, 2022**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 10/01/2022-10/31/2022**
 - C. **Building Report for October 2022 – 36 permits estimated at \$2,526,865**
 - D. **Minutes acknowledged for filing – Plymouth Community Television: September 19 - Library Board: October 3 - Police and Fire Commission: October 6 - Finance & Personnel Committee: October 25 - Plan Commission: November 3**
 - E. **Approve Application for a Class B Combination Liquor License for In the Bag LLC, 202 Elizabeth St., from Andra Humphrey, Agent, to be effective on December 1, 2022. Approved by the Clerk’s Office and Police Department.**
 - F. **Approve Application for a Class B Beer Class C Wine Liquor License for Devour WI LLC, 1611 Eastern Ave., from Dennis Erdly, Agent, to be effective on December 1, 2022. Approved by the Clerk’s Office and Police Department.**
 - G. **Approve Temporary Class B Alcohol License for Plymouth Historical Society Wine & Cheese Evening: A Christmas Fundraiser on November 17, 2022 from 4 PM – 8 PM. Underage persons are not requested on premise.**
 - H. **Approve request from Plymouth Chamber of Commerce to hold annual Plymouth Holiday Gathering Parade on Friday, November 25, 2022 beginning at 7 PM. Parade line-up will start at 6 PM.**
 - I. **Approval of December 5 Fire Department annual recognition dinner in the Fire Department training hall (including alcohol in the building)**
 - J. **Approve Sheboygan County Sheriff’s Department Joint Powers Agreement**
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. **Resolution No. 9 Resolution Adopting the Annual Budget, Making Appropriations, and Levying 2023 Property Taxes – Tim Blakeslee, City Administrator/Utilities Manager:** Mayor Pohlman declared the public hearing open at 7:26 PM regarding Resolution No. 9. There being no public comments the Mayor call the Public Hearing closed at 7:31. Motion was made by Hildebrand/Gilson to approve Resolution 9 as stated. Upon the call of the roll, 7 voted aye, 1 obtained. Motion carries.
7. **New Business:**
 - A. **Discussion/Action on Hours of Office Operation – Tim Blakeslee, City Administrator/Utilities Manager:** Blakeslee explained that the City utilizes summer hours of operation from April to October each year. Summer hours of operation were originally implemented in 2019. In 2019 there was discussion at the Council level to make the hours permeant. Staff will utilize summer hours of operation and still maintain a 40 hour work week. Motion was made by Nelson/Hansen to approve the office hours of operation. Upon the call of the roll, all voted aye. Motion carries.
 - B. **Discussion/Action on agreement with Wagner Excavating to Raze Building and Restore Lot at 313 Forest Avenue – Cathy Austin, Director of Public Work and City Engineer:** Austin explained that the structure (home/garage) at 313 Forest Ave. is under a raze order since January 2022. The order required the property owner to raze the structure within 60 days. Since the property owner failed to comply to the order on their own, the Sheboygan County Circuit Court has given the City of Plymouth the right to raze the structure. The City sent out a request for proposals and received one proposal for the work from Wagner Excavating, Inc. for a total of \$24,320. The work will be bill to the property owner. Motion was made Hildebrand/Matzdorf to approve agreement with Wagner Excavation to Raze Building and Restore Lot at 313 Forest Ave. for a total of \$24,320. Upon the call of the roll, all voted aye. Motion carries.
8. **Entertain a motion to go into closed session for the following:** Motion was made by Odekirk/Hildebrand to go into closed session. Upon the call of the roll, all voted aye. Motion carries.

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 regarding claim from Joseph Meidl
9. **Entertain a motion to go into open session:** Motion was made by Hansen/Gilson to go into open session. Upon the call of the roll, all voted aye. Motion carries.
10. **Discussion and possible action on closed session item:** Motion was made by Hildebrand/Odekirk to deny the claim from Joseph Meidl. Upon the call of the roll, all voted aye. Motion carries.
11. **Adjourn to 7:00 PM on Tuesday, November 29, 2022:** Motion was made by Hildebrand/Hanson to adjourn the meeting. A unanimous aye vote was cast. Motion carries.

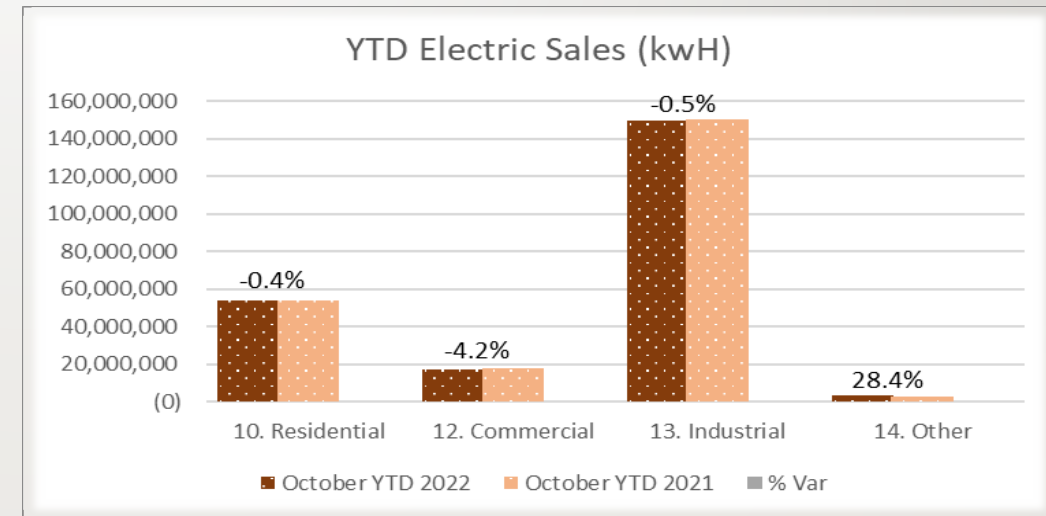
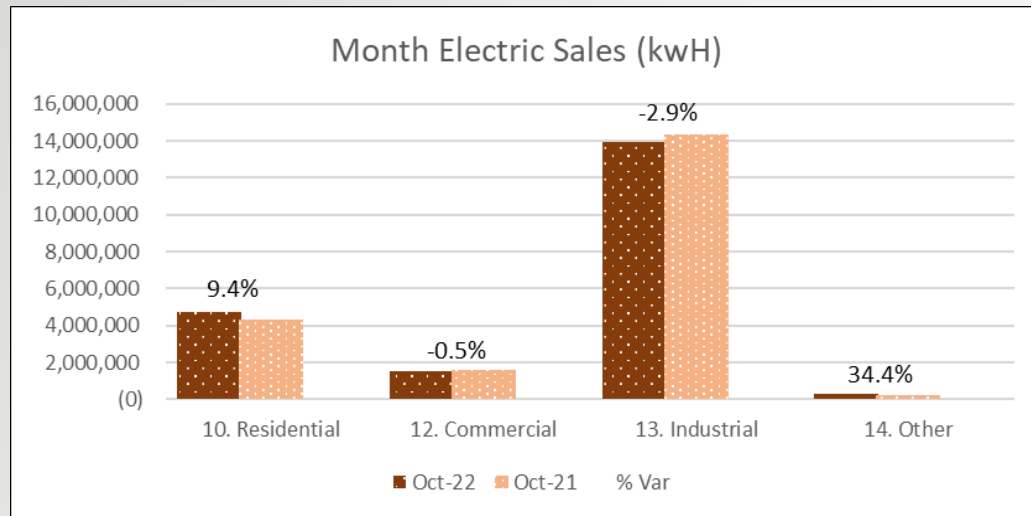


Plymouth Utilities

OCTOBER 2022

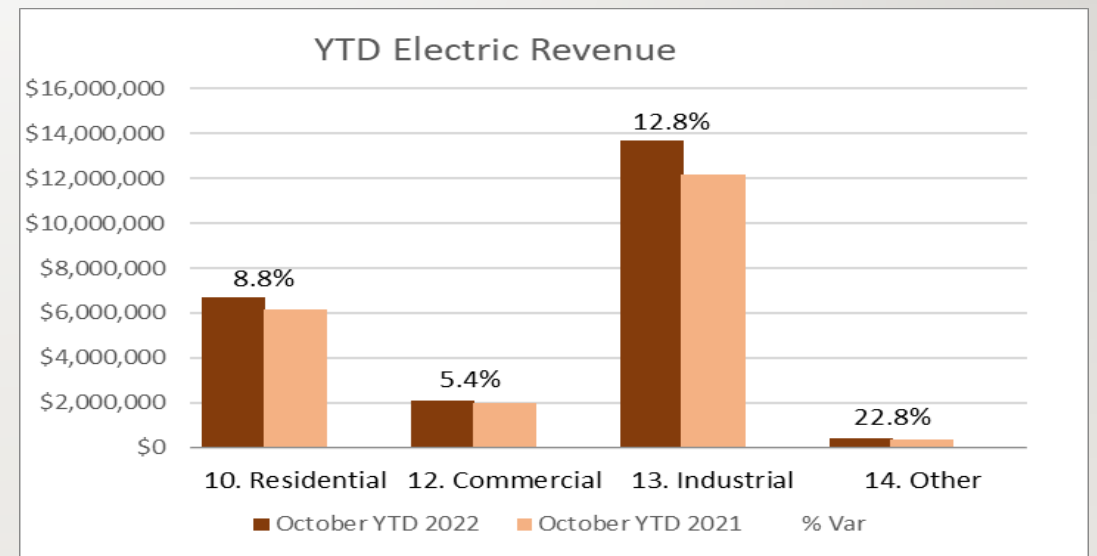
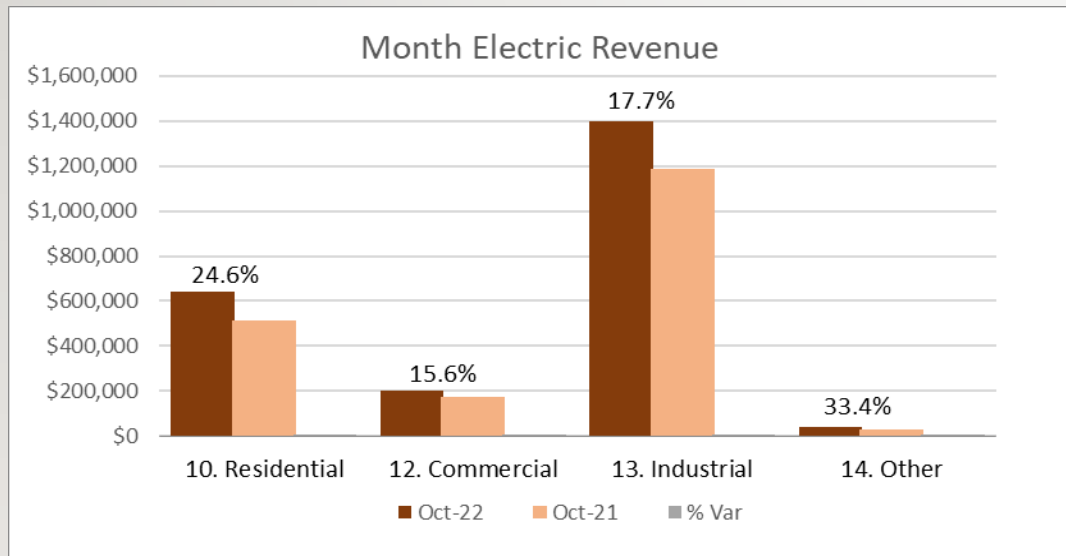
SALES & REVENUE

October 2022 Electric Sales



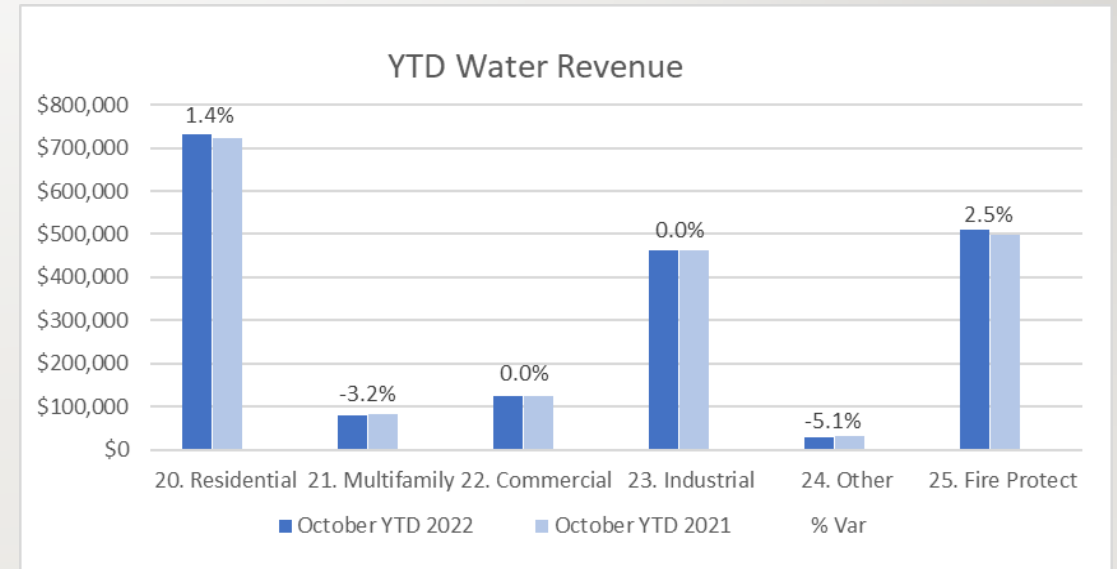
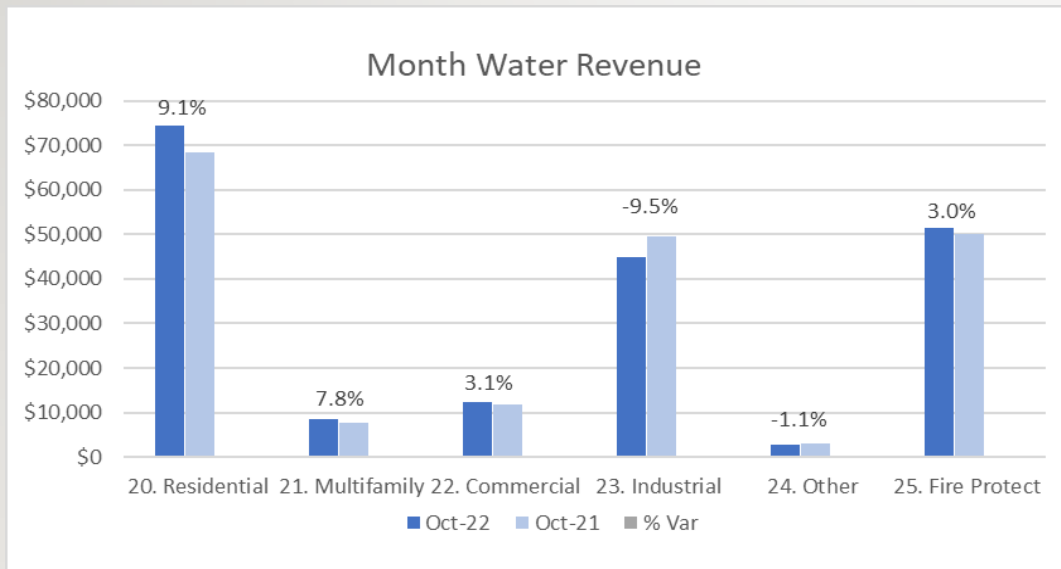
2022 Electric total sales volumes are similar to 2021.

October 2022 Electric Revenue



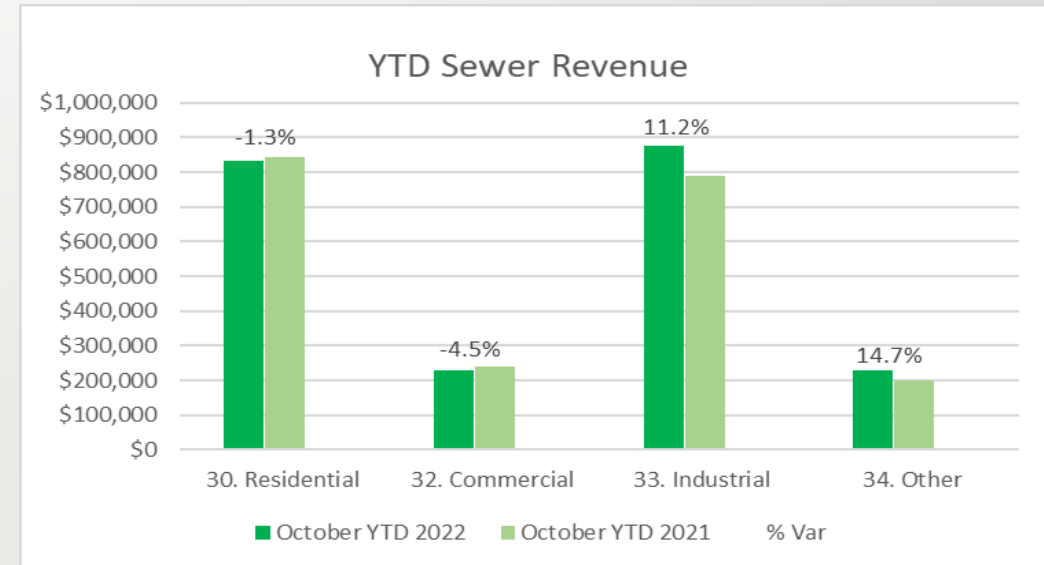
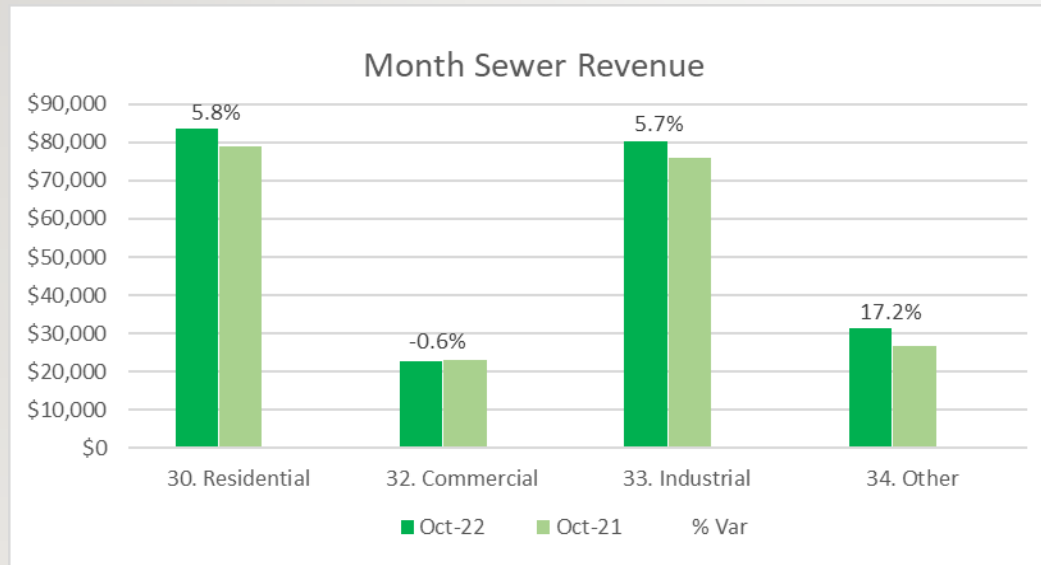
2022 Electric Revenue is up 11% over 2021, driven mainly by increased purchased power costs in 2022.

October 2022 Water Revenue



2022 Water Revenue is up 0.9% over 2021, mainly driven by the 3% rate increase in first quarter, offset by a decrease in water consumption of 2.1%.

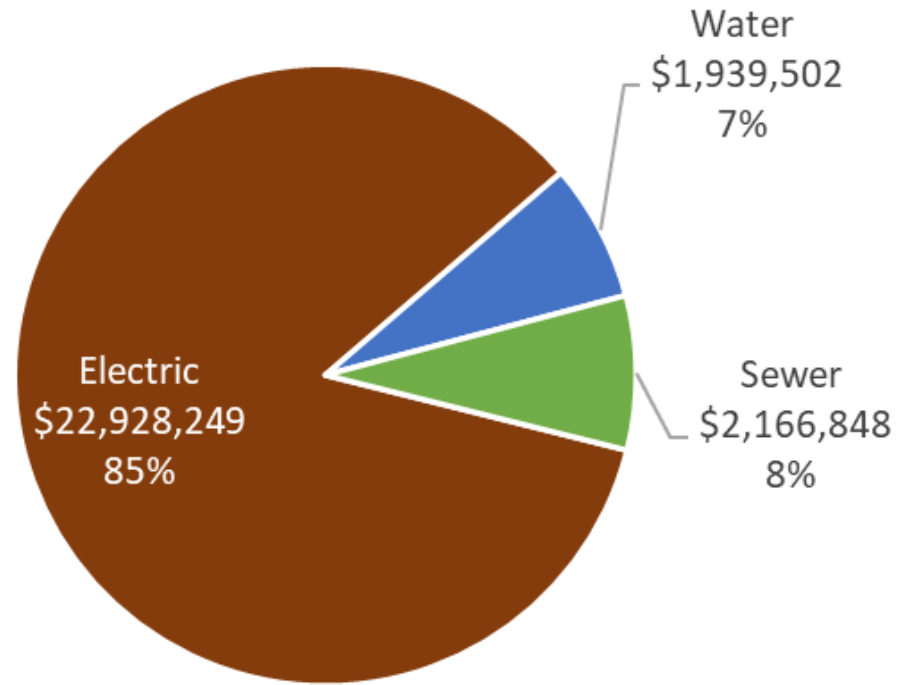
October 2022 Sewer Revenue



2022 Sewer Revenue is up 4.6% over 2021, mainly due to one customer's BOD charge, offset by decreases in Residential and Commercial consumption.



2022 Utility Revenue



Dates: 11/17/2022 - 11/17/2022

Nov 17, 2022 2:50PM

Report Criteria:

Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Write Off									
11/17/2022									
BURNARD, MCKENNA	6.88.22604.17	Write	1	WRITE-OFF SDC			385.67-	M	Multiple
FROH, CODY	18.87.41637.13	Write	2	WRITE-OFF SDC			310.68-	M	Multiple
HARRIS, FLOYD	6.88.65101.22	Write	3	WRITE-OFF SDC			58.22-	M	Multiple
JEZESKI, JACOB	14.88.03599.25	Write	4	WRITE-OFF SDC			345.64-	M	Multiple
KEENAN, MARVIN	13.87.27121.10	Write	5	WRITE-OFF SDC			374.40-	M	Multiple
LEHMAN, CHRISTOPHER	6.88.71637.19	Write	6	WRITE-OFF SDC			134.69-	M	Multiple
MENDOZA, KAITLYN	9.88.24197.05	Write	7	WRITE-OFF SDC			481.68-	M	Multiple
MENDOZA, VICTORIA	9.88.23571.15	Write	8	WRITE-OFF SDC			542.47-	M	Multiple
PAWELKO, MICHAEL	17.88.16187.17	Write	9	WRITE-OFF SDC			233.79-	M	Multiple
WATERS, ALISHA	10.88.45352.24	Write	10	WRITE-OFF SDC			345.93-	M	Multiple
WINKEL, DANIEL	12.87.46040.05	Write	11	WRITE-OFF SDC			734.45-	M	Multiple
Total 11/17/2022:							<u>3,947.62-</u>		
Total Write Off:							<u>3,947.62-</u>		
Grand Totals:							<u>3,947.62-</u>		

CITY OF PLYMOUTH, WISCONSIN
Fire Department Training Room, City Hall, 128 Smith Street
Board of Review Meeting – Wednesday, October 26, 2022

MINUTES

1. **Call to order and roll call:** Mayor Pohlman called the meeting to order at 1:00 p.m. On call of the roll the following regular members were present: Mayor Don Pohlman, Alderwomen Angie Matzdorf, Alderman Greg Hildebrand, Private Member Gary Kramer, and City Clerk/Deputy Treasurer Anna Voigt. Assessor Luke Mack from Associated Appraisal Consultants, Inc., City Attorney Mike Bauer and Administrator Tim Blakeslee were also present.
2. **Select Chair and Vice-Chair:** Mayor Pohlman called for nominations for Chair. Motion made by Hildebrand and seconded by Kramer to nominate Don Pohlman as Chair with unanimous vote to close nominations and approve the selection. Motion carried. Motion made by Hildebrand and seconded by Kramer to nominate Angie Matzdorf as Vice-Chair with unanimous vote to close nominations and approve the selection. Motion carried.
3. **Verify that Clerk filed the required training affidavit:** The City Clerk verified that the training affidavit indicating Donald Pohlman, Greg Hildebrand, Gary Kramer and Angie Matzdorf as qualified trainee was electronically filed with the State on October 21, 2022.
4. **Confirm:** The Assessor and/or Interim City Clerk/Treasurer each verified the information as stated below.
 - A. Assessment notices were mailed on September 23, 2022.
 - C. Open Book dates was October 6, 2022 11:00 a.m. to 6:00 p.m., with Assessor Luke Mack present. Publication was in the Plymouth Review on September 30, 2022. Postings were placed at City Hall lobby and website, Plymouth Utilities, and Plymouth Library on September 23, 2022. 2022 Guides for Property Owners were available at the Clerk's Office as well as from the Assessor.
 - D. Board of Review publication was done on September 30, 2022 in The Plymouth Review. Postings were placed on the City website, the City Hall lobby, Plymouth Utilities, and Plymouth Public Library on September 23, 2022.
5. **Examine Assessment Roll to confirm Assessor's Affidavit and signature are attached and confirm what level assessment is at:** Assessor Luke Mack verified the Affidavit and signatures. Assessor Mack stated the level of assessment for the city is going to come in at 100% due to the city-wide revaluation.
6. **Certify all correction of error under state law, if any:** Assessor Luke Make indicated that there are no corrections.

7. **Consider any waivers of the 48-hour notice, waivers of the BOR hearing or requests to testify by telephone.** City Clerk stated that a request for waiver of Board of Review Hearing was received from Gimbel, Reilly, Guerin and Brown, authorized agent for Wal-Mart Stores, Inc., located at 428 Walton Drive, Plymouth. Attorney Baur explained that if the board decides to waive the hearing there is no need for them to testify by telephone. Motion made by Hildebrand and seconded by Kramer to grant 428 Walton Dr. Wal-Mart Stores, Inc. to waiver of the Board of Review Hearing. On the call of the roll, all voted aye. Motion carries.
8. **Verify with Clerk what cases have been scheduled for the meeting and note any requests for removal of a board member and/or alternates:** City Clerk Voigt stated there are two hearings scheduled, but the first one, 27 & 29 Victor Ct., withdrew his objection. Only 324 Division St is still scheduled. There were no requests for removal of board members.
9. **Conduct Board of Review Hearings:** The Clerk introduced the case as 324 Division St., stated on the assessment roll as owner Winfried P Rober and represented by Christine Flynn. Winfried Rober passed away and his daughter Christine Flynn is currently living in the house. The house is currently in a Trust. Parcel number 59271820130, and is classified as Residential. The 2022 assessment roll is: land \$20,900, improvements \$230,300 for a total of \$251,200. Clerk Voigt proceeded to swear in Christine Flynn and Assessor Luke Mack. Christine Flynn's testimony stated that the increase of their home value is considerably more than neighbors. Flynn stated the home value has historically been \$40,000 more than neighbors. The new value is almost 100,000 more. Assessor Mack asked Flynn to clarify if her estate did a separate appraisal and if not, what was given to the estate for the assessment of the home. Flynn stated that the initial assessment letter from Associated Appraisal was given to the estate. Assessor Mack asked if this was the letter used to help delegate the value in the estate? Flynn stated that was correct. Assessor Mack asked if Flynn could tell the board how much the original assessment was. Flynn stated the original assessment was \$304,100. Assessor Mack asked Flynn why would she introduce \$304,100 as value for the property to the estate if she didn't think it was accurate. Flynn stated the estate isn't finalized yet and her brother was made aware. The estate won't be finalized until the assessment is settled. The Mayor asked the attorney if the owner had to present proof from a third party expert? Attorney Baur replayed that a certainly an expert opinion or appraisal would be evidence that the board could rely on. As a property owner they always have the right to have an opinion on their own property, but an expert's opinion is going to hold more weight. An appraisal was not done by a third party for this property.

Assessor Mack presented his testimony. Mack stated that agrees with the owners this is a very unique property. It is a newer property in an older subdivision. Mack went over the specs of the house and showed a sketch of the house to come to their calculation. Mack showed some similar aged properties and what they

were selling for and that he accounted for the house being in an older neighborhood.

Testimony was concluded upon final questions and comments from the Board. With no more questions the Chair closed testimony and polled the Board for comments and opinions. The Board made motion to sustain the assessor's valuation as the objector did not present sufficient evidence to rebut the presumption of correctness granted by law to the Assessor. On call of the roll, 4 votes aye, 1 voted no. Motion carries. Clerk Voigt prepared the Notice of Board of Review Determination – form PR-302 and personally presented it to Flynn.

There being no other objectors present, motion made by Hildebrand and seconded by Kramer to recess the meeting until 2:55 p.m. or until such time a citizen may appear. The Chair instructed the Clerk to turn off the recorder.

- 10. Adjournment:** The recorder was turned back on at 2:55 p.m. On the call of the roll the following regular members were present: Mayor Don Pohlman, Alderperson Angie Matzdorf, Alderman Greg Hildebrand, Private Member Gary Kramer and City Clerk Anna Voigt. Assessor Luke Mack from Associated Appraisal Consultants, Inc., Attorney Mike Bauer and Administrator Tim Blakeslee were also present. Motion made by Kramer and seconded by Matzdorf to adjourn. On the call of the roll, all vote Aye. The meeting adjourned at 3:00 p.m.

Anna Voigt, Acting Secretary

City of Plymouth
Police and Fire Commission Meeting
Monday, October 31, 2022 @ 8:30 A.M.
Room 210 at the Plymouth City Hall
128 Smith Street, Plymouth, WI

Members Present: Chairperson Kathy Halloran, Sam Suchon, Warren Wieser, James Flanagan, Mark Melcher, Deputy Police Chief Matthew Starker, Fire Chief Ryan Pafford

Meeting was call to order at 8:30 A.M. at City Hall, Room 210 located at 128 Smith Street by Chairperson Kathy Halloran.

Persons desiring to be heard before the Commission. None.

Reading of last minutes of October 6, 2022 Police and Fire Commission meeting by Secretary Sam Suchon. Motion made to approve by Mark Melcher and seconded by Warren Wieser. Motion carried.

Report from the Fire Chief Ryan Pafford and Deputy Police Chief Matt Starker on upcoming events in the City of Plymouth and other information going on within the Plymouth Fire Department and the Plymouth Police Department. Deputy Chief Matthew Starker explained the Use of Force Report.

Lee Szymborski, representing GovHR USA sent us information on our hiring process of the next Police Chief of Plymouth.

Review of the Police and Fire Commission Rules and Regulations.

Motion for adjournment at 9:16 A.M. Motion made by Mark Melcher and seconded by Kathy Halloran. Motion carried.

Submitted this 3rd day of November, 2022.

Samuel M. Suchon--- Secretary

THE HOUSING AUTHORITY OF THE CITY OF PLYMOUTH

1214 Reed Street
Plymouth, WI 53073
920-893-5133, 920-893-6117(fax)

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

GENERAL MEETING CALL TO ORDER:

The regular monthly meeting of the Board of Commissioners was called to order at 9:00 AM, November 16th, 2022 by Chairman Linda Opitz.

Chairman:	Linda Opitz
Vice Chairman:	Judith Kapellen
Commissioner:	Dennis McMullen
Commissioner	Marsha Vollbrecht
Commissioner:	Jay Groshuesch
Secretary:	Bob Hemauer
Guest:	None

PROCEEDINGS

1. The minutes of the October 5th 2022 meeting were read. After review of the minutes, a motion was made by Commissioner Kapellen and second by Commissioner Vollbrecht to approve the minutes. The motion was carried.
2. Recognition of tenant concerns:
 - a. Vacancies; Unit 1200A and 1210C, both filled by Dec. 1st. 1208b gave notice, move out end of November.
 - b. Problems; None.
 - c. Tenant Association organized. November meeting minutes presented.
3. The October, 2022, Income and Expense report was reviewed. A motion was made by Commissioner Groshuesch and second by Commissioner McMullen to approve the financial report. The motion carried.
4. The November 2022 invoices were reviewed and discussed and questions were answered by the Executive Director. Commissioner Vollbrecht moved that all invoices be paid with Commissioner Kapellen seconding the motion. The motion carried.

SECRETARY'S REPORT

1. Cable TV: Secretary will be presenting a report of cost. The monthly rate may need to be increased in January.
2. FY 21/22 Audit has started. Accounting firm will be on site 11/28/22.

Old Business

1. Open House for Community Room remodel: Was note as well as attended as hoped.

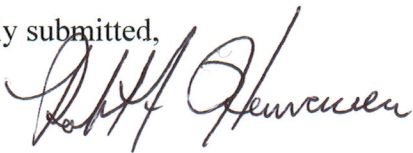
NEW BUSINESS

1. Dec. meeting was discussed. Will be the normal meeting date, December 7th, 9 AM.

There was no further business to come before the Commissioners of the Authority. A motion to adjourn at 9:36 AM by Commissioner Vollbrecht and seconded by Commissioner MvMullen, the motion carried.

The next scheduled regular meeting is December 7th, 2022 at 9 AM.

Respectfully submitted,



Robert Hemauer

Executive Director

**CITY OF PLYMOUTH, WISCONSIN
APPLICATION FOR ROOM TAX PERMIT
FEE - \$1.00**

Date: 11/9/22

To the Mayor and Common Council of the City of Plymouth, Wisconsin:

The undersigned hereby applies for a Room Tax Permit as required by Chapter 3-5-3 (b) of the Municipal Code of the City of Plymouth, passed by the Common Council of the City of Plymouth, Wisconsin, on the 25th day of June, 1991.

Name of Establishment: EVOLVE VACATION RENTAL NETWORK INC

Address: 717 17TH ST, STE 2100, DENVER, CO 80202

Phone Number: 877-818-1014

Email Address or Web Address: WWW.EVOLVE.COM

Name, address, and phone number for the owner or manager who has full charge of the premises for which a permit is applied:

Owner/Manager: EVOLVE VACATION RENTAL NETWORK INC

Address: 717 17TH ST, STE 2100, DENVER, CO 80202

Phone Number: 877-818-1014

Email Address: TAXES@EVOLVE.COM

SIGNATURE OF APPLICANT/OWNER: *Rachel Fritz*

Alternate responsible agency (advertising/online business agency):

Agency Name: _____

Agency web address: _____

Agency Contact Name: _____

Agency Contact Email: _____

Agency Contact Signature: _____

City of Plymouth
128 Smith St. - P.O. Box 107
Plymouth, WI 53073-0107



Telephone: (920) 893-3745
Facsimile: (920) 893-0183
Web Site: plymouthgov.com

DATE: November 22, 2022

TO: Mayor and Common Council

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: Discussion/Action on Resolution No. 11 - Creating Ad-Hoc Affordable Housing Committee

Background:

At the meeting on October 25, 2022 the Common Council directed staff to draft a resolution creating an Ad-Hoc Affordable Housing Committee. A draft resolution creating that committee is attached. The estimations for future housing/employment needs noted in the Comprehensive Plan are that over 1000 new housing units will be needed in the next twenty years. The general concept behind creating the committee is to guide affordable housing development in Plymouth over the next 10 years. As presented, the committee will evaluate the following topics:

- Areas within the city and its extraterritorial jurisdiction which may be suitable for housing development.
- Develop a strategic housing plan, with special focus on housing for the elderly and manufacturing workforce, to assist the city council, property owners, and employers and developers in creating approximately 500 residential dwelling units through a combination of multi-family housing, two-family housing, condominiums, and single-family residences
- Identify potential funding opportunities to assist with housing expansion efforts.

The committee may evaluate other topics as desired.

Recommendation: Approve Resolution No. 11 - Creating Ad-Hoc Affordable Housing Committee

Attachment:

1. Draft Resolution No. 11 - Creating Ad-Hoc Affordable Housing Committee



**CITY OF PLYMOUTH, WISCONSIN
RESOLUTION NO. 11 OF 2022**

**Creation of an “Ad Hoc” Committee to
review affordable housing.**

WHEREAS, the City of Plymouth Municipal Code Section 2-2-5 (c) allows the creation of special committees or “ad hoc” committees to study and examine specific community issues; and,

WHEREAS, the Common Council adopted the 2022-2042 City of Plymouth Comprehensive Plan on October 25, 2022; and

WHEREAS, the Comprehensive Plan predicts that Plymouth will need over one thousand units of additional housing over the next twenty years; and

WHEREAS, the Mayor may appoint members to a “Ad Hoc” committee with Common Council approval;

NOW THEREFORE, BE IT RESOLVED THAT the Common Council of the City of Plymouth hereby authorizes the creation of an ad hoc Affordable Housing Committee as follows:

1. Purpose. The committee will evaluate areas within the city and its extraterritorial jurisdiction which may be suitable for housing development over the next 10 years. The committee will develop a strategic housing plan, with special focus on housing for the elderly and manufacturing workforce, to assist the city council, property owners, employers and developers in creating approximately 500 residential dwelling units through a combination of multi-family housing, two-family housing, condominiums, and single-family residences. The plan should also identify potential funding opportunities to assist with housing expansion efforts.
2. Membership. Representation of the committee will consist of the following:
 - Two Common Council members
 - One representative from the Plan Commission
 - One representative from the Sheboygan County Economic Development Corporation
 - Two representatives from the following local industries: local corporate representatives and/or local financial/banking experts
 - Mayor Donald Pohlman (Chair)
 - Staff – City Administrator (non-voting)
3. Deliverables. On or before December 31, 2024, the committee will provide its strategic plan to the City of Plymouth Plan Commission. Upon approval of the Plan Commission, city staff will forward the plan to the common council for approval.

Adopted: November 29, 2022.

CITY OF PLYMOUTH

By: _____
Donald O. Pohlman, Mayor

CERTIFICATE OF ADOPTION

I hereby certify that the foregoing Resolution was duly adopted by the Common Council of the City of Plymouth on the date set forth above.

Dated: _____, 2022

Anna Voigt, Clerk/Treasurer

City of Plymouth
128 Smith St. - P.O. Box 107
Plymouth, WI 53073-0107



Telephone: (920) 893-3745
Facsimile: (920) 893-0183
Web Site: plymouthgov.com

DATE: November 22, 2022
TO: Mayor and Common Council
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: On-tech Cyber Security Audit Presentation

Background:

In the last month, the City/Utility completed an IT Audit project which included review of external and internal cyber vulnerabilities. The audit was conducted by OnTech, and the cost is split between the City/Utility and our insurance carrier CVMIC. Most importantly, OnTech noted that our IT network was in good shape and did not have any external "critical vulnerabilities". OnTech also noted it is impossible to have a set-up free of minor issues or internal vulnerabilities as a result of the constant change/upgrades in IT systems. Attached is a presentation prepared by IT Manager Dave Augustin which summarizes the results.

Recommendation: Receive the On-tech Cyber Security Audit Presentation

Attachment:

1. Receive the On-tech Cyber Security Audit Presentation

**CITY OF PLYMOUTH
PLYMOUTH UTILITIES**

CYBER SECURITY

PLAN UPDATE

David Augustin
IT Manager

Project Plan Status

Performing network security audit - Complete

Scada Network Segregation – 90% Complete

Install certified end point protection software - Complete

Implement secure email ability - Complete

Set up offsite “air separated” backups - Complete

Secure cell phone access – December Completion

Cyber training – KnowBe4 - Complete

Keeping our systems updated – Up To Date

Complete by year end – On Track

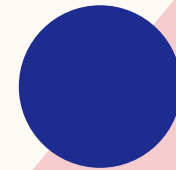
Network Security Audit (OnTech)

Performing network security audits

CVMIC Partnership

Budgeted for annual audit scans

Part of Cyber Insurance Requirements



Network Security Audit (OnTech)

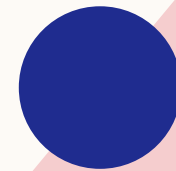
Scanned Network Internally and Externally

Reviewed Physical Controls

Reviewed Active Directory

Reviewed Password Policies

Reviewed Backups

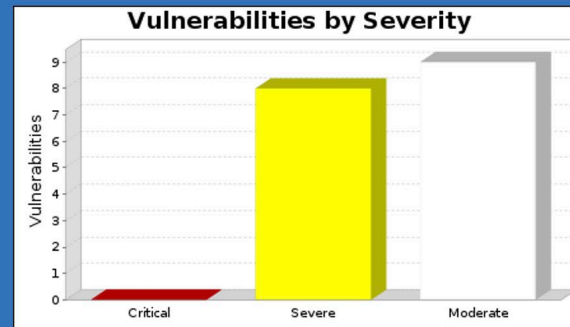


Network Security Audit (OnTech)

External Scan Results

Vulnerability Assessment Findings

- Vulnerabilities Identified
 - Critical (0) – easy for attackers to exploit; require immediate attention.
 - Severe (8) – harder to exploit and may not provide same access; still requires attention.
 - Moderate (9) – provides information that can assist hacker in mounting future attack.
- No Critical vulnerabilities



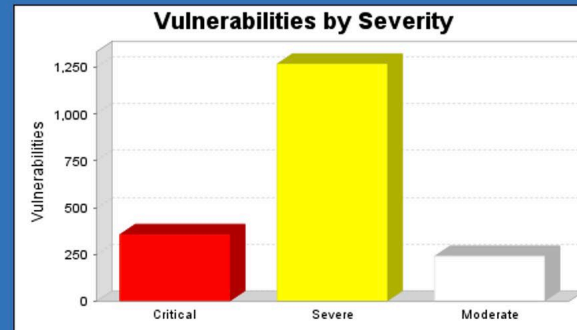
Network Security Audit (OnTech)

Internal Scan Results

- **Vulnerabilities Identified**

- Critical (357) – easy for attackers to exploit; require immediate attention.
- Severe (1,269) – harder to exploit and may not provide same access; still requires attention.
- Moderate (241) – provides information that can assist hacker in mounting future attack.

- **Critical vulnerabilities were found.**



Network Security Audit (OnTech)

Mitigation Review & Conclusion

- Immediate (Within 30-90 days if possible)
 - External Vuln Scan: Act on "Severe" items
 - External Vuln Scan: Act on "Moderate" items
 - Active Directory Cleanup and Review (always recommended)
 - Review and act on listing ports on machines (if applicable)
- Near Future (within 1 year if possible)
 - Internal Vuln Scan: Act on "Critical" scored risks
 - Internal Vuln Scan: Act on "Severe" scored risks
 - Migration/decommission of servers from unsupported Operating Systems (if applicable)
 - Implementation of tools/systems that support MFA, specifically for email and remote access (could this be considered already done)
 - Consider GPO & other policy updates based on business objectives
 - Review network shares and permissions if not done within last 24 months
- As time/Budget Permit
 - Internal Vulnerability: Act on "Moderate" scored risks
 - Physical Controls – Remote Sites

KnowBe4 Education

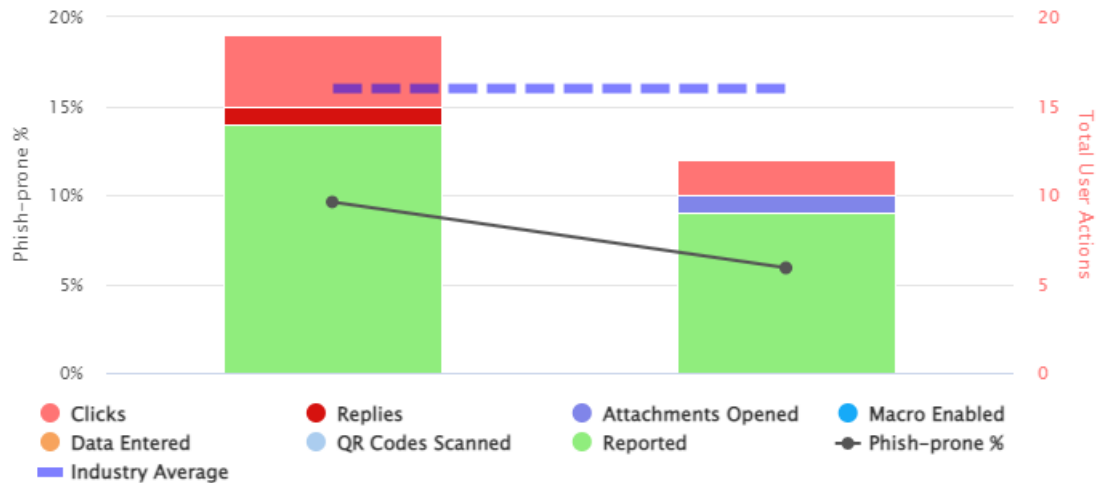
Initial Training Completed

Initial Phishing Test Completed

Phishing

Phishing Security Tests – Last 6 Months

6 Clicks, 1 Replies, 1 Attachments Opened, 0 Macro Enabled, 0 Data Entered, 0 QR Codes Scanned, 23 Reported



Industry Benchmark Data ?

Account Average Phish-prone % **7.5%**

Last Campaign Phish-prone % **6%**

Industry Phish-prone % **16%**

Industry

Organization Size

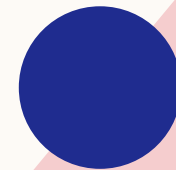
Program Maturity

Industry Benchmark Chart Data

KnowBe4 Education

Implement Tips & Help Topics

Routine Training



QUESTIONS

THANK YOU