

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, JANUARY 24, 2023 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: Charles Hansen, Diane Gilson, Greg Hildebrand, Bob Schilsky, Amy Odekirk, and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Mike Penkwitz, 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 Nelson/Hildebrand to approve the items on the consent agenda as listed. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meetings held Tuesday, January 10, 2023**
 - B. **Approve City and Utility Reports:**
 - I. **Electric, Water and Sewer Sales Report – December 2022**
 - II. **Utility Related Write Offs for January - \$2,536.74**
 - C. **Minutes acknowledged for filing – Housing Authority: January 4 – Plan Commission: January 5 - Police and Fire Commission: January 9– Library Board: December 5**
 - D. **Approve Job Description for GIS Specialist**
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. **Old Business:**
 - A. **Possible appointment and swearing in of new District 4 Alderperson Mike Penkwitz with term ending in April 2024:** Blakeslee explained that at the last Council meeting two candidates interviewed for the District 4 Alderperson spot. Since that meeting applicant Randy Schwoerer withdrew his application. Mike Penkwitz is the remaining applicant for the position. Motion was made Hildebrand/Nelson to appoint Mike Penkwitz as the District 4 Alderperson with a term ending in April 2024. Upon the call of the roll, all voted aye. Motion carried. Penkwitz was sworn in by Clerk Voigt and was seated with the Council.
7. **New Business:**
 - A. **Discussion and possible action regarding Resolution #3 Amending Water and Sewage Utility Rates for Budget Year 2023:** Finance Manager Ross explained the 2023 budget included a simplified rate increase of 3% for Water and Sewer effective in March. The PSC has changed the simplified rate increase to a minimum of 4.5%. Going through a full PSC rate case as opposed to the simplified rate increase could result in a rate proposed by the PSC significantly higher than 4.5%. The sewer rates are not regulated by the

PSC, but staff recommends matching the water rate percentage as a result of the increase in chemical costs and building maintenance at the Waste Water Treatment Plant. If approved the increase would be effective April 1. The average residential customer would see a monthly increase of \$1.60 for water and \$1.22 for sewer. Motion made by Nelson/Odekirk to approve resolution #3 amending water and sewage utility rates for budget year 2023. Upon the call of the roll, all voted aye. Motion carried.

- B. Discussion and possible action on loan to TID #5 for Annual Street Program from Revolving Loan Fund:** Finance Manager Ross explained TID 5 is projected to have funds available to build one final capital project of \$774,327 before it closes. 10 bids for the E Clifford St project were received with the lowest bid being \$939,752. In order to be able to complete the project, which is in the best interest of the City and Utility; the Utility will finance \$165,425 of utility capital costs of the E Clifford St. project. TID 5 currently does not have enough fund balance to pay for the E Clifford St. project in 2023, but will have cash flow over the next six years to pay back the loan principal to the RLF. Due to the change in the assessment values and decrease in tax rates, TID 5 is not projected to be able to pay interest on the loan. Motion was made by Hildebrand/Nelson to approve a zero-interest loan of \$750,000 to TID 5 from RLF finance the construction of the E Clifford St. project in 2023 using the repayment schedule provided. Upon the call of the roll, all voted aye. Motion carried.
- C. Discussion and possible action regarding TIF #6 repayment of City Advance:** In 2020, Council passed Resolution No. 5 authorizing the repayment of TID 6 advanced funds to the General Fund. The repayment was not able to be completed because at the end of 2020, the cash balance of TID 6 was negative and the shortage in 2020 and 2021 was covered by the General Fund. Motion was made by Odekirk/Nelson to approve the repayment of TID 6 advance of \$148,741 to the General fund in four annual principal-only payment and to approve the repayment of TID 6 advance of \$745,666 to the Utilities using the principal-only repayment schedule given with the intention that if cash flow of TID 6 improves, the repayment schedule will be adjusted to return as much as possible to the Utility. Upon the call of the roll, all voted aye. Motion carried.
- D. Discussion and possible action on annual street program bids:** City Administrator/ Utility Manager Blakeslee explained the City opened bids for the 2023 Street Project: E Clifford St from South St. to Egan St and Pony Ln. We received 10 bids. The City also received agreements for Construction Management and Survey Staking from Kapur & Associates. Motion was made by Nelson/Schilsky to award the 2023 Street Project to Superior Sewer and Water in the amount of \$1,180,519.70 and approve the professional service agreements with Kapur & Associates, Inc for a total of \$104,155. Upon the call of the roll, all voted aye. Motion carried.
- E. Consideration of Exemption of Taxes for 2022 for 815 Meadow Ln (59271815060) Plymouth Alliance Church and Rescinding and Refunding Thereof:** City Clerk / Deputy Treasurer Voigt explained that in 2022 Plymouth Alliance Church did not submit the proper paperwork for their parsonage at 815 Meadow Ln to designate the property tax as exempt. They have paid for the 2022 taxes in full and submitted a letter requesting a refund with the proper paperwork. The normal process is for the property owner to come to the next open book to dispute the amount. However, the County Treasurer, Laura Henning-Lorenz, has indicated the exceptions have been made in the past for churches and suggested that this be brought to

Council to approve refunding before open book. Motion was made by Gilson/Penkwitz to approve the refunding of 2022 taxes for parcel 59271815060. Alderperson Hildebrand asked Attorney Fieber to go into more of the details. Attorney Fieber explained that the Assessors didn't receive the exempt paperwork for the parsonage. It is likely had the assessor received the paperwork he would have granted that tax exempt status. The church has now submitted the paperwork and would like to receive relief for the 2022 taxes. Once they would get that exempt status, they would enjoy that status for the future. Hildebrand asked if this is something that should've happened, but just didn't happen in time. Attorney Fieber confirmed that was what was happening. Nelson asked if this was optional, some churches don't have parsonages. He asked if the pastors personal home qualifies. Attorney Fieber stated that this is optional for 2022 for years 2023 moving forward that's where the assessor will then evaluate and make a decision on the exemption request that's been filed. 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 Hildebrand/Nelson 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 – Sale of Portion of 59271820950 / Development Discussion

9. **Entertain a motion to go into open session:** Motion was made by Gilson/Odekirk 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:** None
11. **Adjourn to 7:00 PM on Tuesday, February 14, 2023:** Motion was made by Hildebrand/Odekirk to adjourn the meeting. A unanimous aye vote was cast. Motion carried.