

MEETING AGENDA
FINANCE & PERSONNEL COMMITTEE OF THE
PLYMOUTH COMMON COUNCIL
COUNCIL CHAMBERS
128 SMITH STREET
CITY OF PLYMOUTH, WISCONSIN
TUESDAY FEBRUARY 14, 2023 @ 6:45 P.M.

Members Present:

____ Mayor Pohlman
____ John Nelson
____ Amy Odekirk
____ Greg Hildebrand

Staff:

____ Tim Blakeslee
____ Anna Voigt

Other:

1. Call to order and roll call.
2. Approval of meeting minutes for January 24, 2023 meeting
3. Discussion and possible recommendation to Common Council for the use of ARPA funds for Fiber Optic Expansion and Upgrade of Railroad Crossings – City Administrator / Utility Manager, Tim Blakeslee
4. Adjournment

It is possible that members of and possibly 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.

**UNOFFICIAL MINUTES
FINANCE & PERSONNEL COMMITTEE OF THE
PLYMOUTH COMMON COUNCIL
TUESDAY JANUARY 24, 2023**

1. **Call to order and roll call** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:30 PM. On call of the roll, the following members were present: Mayor Donald Pohlman, John Nelson, Greg Hildebrand and Amy Odekirk. Also present were Alder. Charlie Hansen, Alder. Diane Gilson, City Administrator/Utilities Manager Tim Blakeslee, Finance Manager Kim Ross and City Clerk/Deputy Treasurer Anna Voigt.
2. **Approval of meeting minutes for October 25, 2022 meeting:** Motion was made by Odekirk/Hildebrand to approve the minutes from October 25, 2022. A unanimous aye vote was cast. Motion carried.
3. **Discussion and possible action on sewer/water rate increase:** 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 was made by Pohlman/Odekirk to recommend 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.
4. **Discussion and possible action on loan to TID #5 for Annual Street Program from Revolving Loan Fund:** 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 Pohlman/Hildebrand to recommend Council to approve a zero-interest loan of \$750,000 to TID 5 from the RLF to finance the construction of the E Clifford St. project in 2023 using the repayment schedule presented. Upon the call of the roll, all voted aye. Motion carried.
5. **Discussion and possible action on 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 Pohlman/Odekirk to recommend to Council 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.

6. **Adjournment** Motion was made by Hildebrand/Odekirk to adjourn. A unanimous aye vote was cast. Motion carried.



DATE: February 9, 2023

TO: Mayor and Common Council,

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: Discussion and possible recommendation to Council for the use of ARPA funds for Fiber Optic Expansion and Upgrade of Railroad Crossings

Background:

The City of Plymouth received \$913,861 of American Rescue Plan Act funds. The City of Plymouth received the first 50% of the funds in June of 2021 and the second installment in June of 2022. Funds need to be obligated before the end of 2024 and spent no later than 2026. Prior approved projects funded with ARPA include:

- SCBA tanks for the Fire Department \$246,670
- Library Covid air purification & laptops \$7,847

Total spent: \$254,517

ARPA funds received: \$913,861

- **Less total spent -\$254,517**
- Plus contributions from other sources \$ 96,823 (Town of Plymouth contribution for SCBA tanks)

Available ARPA funds: \$756,167

A 2023 staff goal was to develop an ARPA project plan. Staff has developed the following priority projects:

- Priority 1 - Fiber Optic Expansion to Well 11, Well 12, and the Sunset Lift Station. Cost - \$147,684.10.
 - Currently Well 11, Well 12, and the Sunset Lift Station are connected wirelessly via cellular to Plymouth Utilities. All other wells and lift stations are currently connected via fiber optic cable. Connection to the Plymouth Utilities is essential as it provides detailed communication and alarms to the Utility in the event of an emergency. Unfortunately, the cellular connection in these locations continues to be unreliable, which is resulting in continuous irregular communication failures with Well 11, Well 12, and the Sunset Lift Station. These communication failures are primarily happening overnight. A communication failure requires staff to manually check false alarms to confirm the wells and lift station are properly operating. If a lift station or well has a communication failure and is not checked, it could result in an emergency such as an overflow. The addition of fiber to these locations would eliminate communication failures/false alarms, limit in-person staff overnight/overtime requirements, and improve network security permanently.
- Priority 2 - Upgrade of Railroad Crossings at Highland Avenue and Pleasant View Road. Cost ~\$300,000 per crossing, ~\$600,000 total.

- In November 2022, the Office of the Commissioner of Railroads provided notice that they would not be funding gate crossings at Highland Avenue and Pleasant View Road. Staff would like feedback from Council if pursuing railroad crossings is a desired use of this funding. If so, staff would begin working with the Office of the Commissioner of Railroads to finalize the project. Lead time for these crossing projects is currently 9-12 months. The budgetary number per crossing includes:
 - Site Specific Engineering Design and Circuit Plans
 - Pre-Wired and Tested Control Shelter that meets the specifications for the WSOR/Watco including
 - Predictor Train Detection
 - Solid-State Signal Control Equipment
 - Event Recording Device
 - Stand-By Battery Systems
 - Two each Flashing Light/Gate Signal Assemblies with 12" LED Lights and appropriate Signage
 - Underground Signal Cables and Conduits
 - Track Connection and Bonding Items required
 - All other needed items such as Foundations, Grounding Items, Sealants, Misc. Hardware, Etc.
 - Installation Services of material, Cut-Over and Final Testing to place warning system in service

Recommendation: Discussion and possible recommendation to Council for the use of ARPA funds for Fiber Optic Expansion and Upgrade of Railroad Crossings