

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, APRIL 16, 2024 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 Council Meeting Minutes from April 9, 2024:**
4. **Audience Comments: Citizen comments must be recognized by the mayor or presiding officer and are limited to 3 minutes per person from those signed in on the sheet in the back of the room prior to the start of the meeting:**
5. **Adjourn Sine Die:**
6. **Reconvene – roll call:**
7. **Oath of Office**
Mayor: Don Pohlman Alderpersons: Greg Hildebrand – District 1, Angie Matzdorf – District 2, John Binder – District 3, Mike Penkwitz – District 4
8. **Elect Council President:**
9. **COUNCIL COMMITTEE APPOINTMENTS (1 yr):**
Announce Mayoral Appointments:
 - A. **Board of Review – Angie Matzdorf, Council President & City Clerk or City Treasurer**
 - B. **Plan Commission – Greg Hildebrand**
 - C. **Joint Review Board – Greg Hildebrand**
Mayoral Appointments Requiring Council Approval (1 yr):
 - D. **Finance/Personnel – John Nelson, Diane Gilson, Jeff Tauscheck, and Mike Penkwitz**
 - E. **Public Works/Utility – Greg Hildebrand, Angie Matzdorf, David Herrmann, and John Binder**
 - F. **Library Board – Angie Matzdorf**
 - G. **Parks Committee – Mike Penkwitz**
 - H. **Revolving Loan– Diane Gilson and Staff Member City Administrator/Utilities Manager Tim Blakeslee**
 - I. **Room Tax Tourism Commission – Mayor Pohlman, Diane Gilson, and Staff Member City Administrator/Utilities Tim Blakeslee**
 - J. **Community Television (TV 14) – Mike Penkwitz**

Appointments by Council (1 yr):

- K. **Public Safety Committee – 2 Council members** – *Dave Herrmann and John Binder*
- L. **City Liaison to the PIC Board of Directors** – *Mike Penkwitz*

10. CITIZEN COMMITTEE APPOINTMENTS:

Announce Mayoral appointments:

- A. **Joint Review Board (1 yr. term)** – *Grace Meyer*
- B. **Plan Commission (3 yr. term)** – *Jeremy Schellin*

Mayoral Appointments requiring Council approval

- A. **Board of Appeals (3 yr. term)** – *Carole O'Malley*
- B. **Library Board (3 yr. term)** – *Sarah Britt & Barbara McKnight*
- C. **Revolving Loan Committee (3 yr. term) - Donna Hahn, (The following need override of term limit) Terry Abler, Mel Blanke, Scott Flood, and Gary Kramer**
- D. **Room Tax Commission (1 yr. term)** – *Mary Hauser*
- E. **Public Safety Committee (2 yr. term)** – *Al Kranick (Needs override of term limit)*

Adjourn to 7:00 PM on Tuesday, April 30, 2024:

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, APRIL 9, 2024 COMMON COUNCIL MEETING
128 SMITH ST. PLYMOUTH, WI 53073**

UNOFFICIAL MINUTES

1. **Call to order and roll call:** Roll call was taken and quorum was not meet. Mayor called a recess until 7:06 PM. Roll call was taken again. The following Alderpersons were present: Angie Matzdorf, Diane Gilson, Mike Penkwitz, John Nelson, Dave Herrmann and Greg Hildebrand. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, Electrical Operations Manager Ryan Roehrborn, Finance Director Chris Russo and City Clerk 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 Hildebrand/Matzdorf 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 26, 2024**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 03/01/2024 – 03/31/2024**
 - C. **Minutes acknowledged for filing – Finance & Personnel Committee: March 26 – Library Board: February 5 and March 11 – Community Television: March 11 – Housing Authority: March 6**
 - D. **Building Report for March 2024 – 28 permits at \$950,068.00**
 - E. **Approve Application for Event / Street Closure from: Plymouth Advancement Association for the annual Fallooza Fall Festival on Saturday, September 14, 2024 from 7 AM – 5 PM. Request to close Mill St. west of Eastern Ave. to Caroline St.**
 - F. **Approve Application for a “Class B” Reserve Liquor License and Class “B” Beer License for Big Billy’s Family LLC, at 437 E Mill St. Approved by the Clerk’s Office and Police Department.**
 - G. **Receive and File Annual Liquor License Report**
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:** Mark Leverenz suggested to Council about closing off part of North St. and Forest Ave. after the Memorial Day parade for the ceremony and Union Cemetery. He is making the request out of respect for veterans and safety for people at the ceremony.
5. **Items removed from Consent Agenda: None**
6. **Proclamations:** Motion was made by Nelson/Hildebrand to approve the proclamations. A unanimous aye vote was cast. Motion carried.
 - A. **Recognition of Writers of the Future Week April 21 – April 27, 2024 – Mayor Pohlman**
 - B. **Recognition of Arbor Day in the City of Plymouth April 26, 2024 – Don Polman, Mayor**
 - C. **Recognition of National Library Week April 7 – April 13, 2024 – Don Pohlman, Mayor**

7. **Resolution:**

- A. **No. 3 – Approving the City of Plymouth Adjusted US Census Bureau Urban Area Boundary** – City Administrator/Utilities Manager Blakeslee explained Urban Areas are defined by the US Census as individual municipalities or groups of nearby municipalities with a total population of 5,000 or higher. The Urban Area Boundary is important because the location of the boundary affects roadway eligibility for funding. The City must update the Urban Area Boundary every 10 years. Motion was made by Nelson/Hildebrand to approve Resolution No. 3 approving the City of Plymouth Adjusted US Census Bureau Urban Area Boundary. Upon the call of the roll, all voted aye. Motion carried.
- B. **No. 4 – Resolution Authorizing the Partial Redemption of the City's General Obligation Refunding Bonds, Series 2013A, dated September 19, 2013; General Obligation Refunding Bonds, Series 2015A, dated June 3, 2015; and General Obligation Refunding Bonds, Series 2016A, dated May 18, 2016** – Finance Director Russo explained in 2024, TID 4 will be able to meet its fiscal obligations and will be able to close. Council approved a Resolution in 2023 for affordable housing extension. This extension allows the 2025 TID 4 tax increment collected to be used to promote affordable housing. In order to complete the close of TID 4 in 2024 and set up 2025 affordable housing extension, all project costs must be paid off. Currently TID 4 has outstanding General Obligations. To pay this debt off early in 2024 a refunding resolution must be approved. Motion was made by Nelson/Hildebrand to approve Resolution No. 4 Authorizing Partial Redemption of the City's General Obligation Refunding Bonds, Series 2013A, dated September 19, 2013; General Obligation Refunding Bonds, Series 2015A, dated June 3, 2015; and General Obligation Refunding Bonds, Series 2016A, dated May 18, 2016. Upon the call of the roll, all voted aye. Motion carried.

8. **New Business:**

- A. **Approve Transformer Bid from Pennsylvania Transformer Technologies, Inc** – City Administrator/Utilities Manager Blakeslee explained that Plymouth Utilities is responsible for the construction and maintenance of electric distribution lines to local home and businesses. The electric distribution equipment in the southwestern portion of the Plymouth service territory has reached near capacity in recent years. In addition, ANR Pipeline Company, a current customer of Plymouth Utilities, notified the utility that they are planning to improve their Kewaskum Compressor Station, increasing capacity and shifting primary means of compression from gas-fired to electric. Plymouth Utilities has committed to constructing a new substation by the end of 2025. The items with the longest lead time for the substation are substation transformers. The second transformer can now be ordered now that the final order for the CA has been issued. Per Forster Engineering it is highly suggested that substations with multiple transformers have transformers from two different manufacturers for reliability purposes. Motion was made by Hildebrand/Penkwitz to approve substation transformer bid from Pennsylvania Transformer Technologies, Inc for \$1,486,091 subject to attorney/staff review and approval of the terms and conditions. Upon the call of the roll, all voted aye. Motion carried.

9. **Entertain a motion to go into closed session for the following:** Motion was made by Nelson/Matzdorf to go into closed session. Upon the call of the roll, all voted aye. Motion carried.
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 – Public Service Commission docket 4740-CE-106
10. **Entertain a Motion to go into Open Session:** Motion was made by Hildebrand/Matzdorf to go into open session. Upon the call of the roll, all voted aye. Motion carried.
11. **Discussion and Possible Action on Closed Session Item:** None
12. **Adjourn to 7:00 PM on Tuesday, April 16, 2024:** Motion was made by Nelson/ Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.