

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, JANUARY 28, 2025 COMMON COUNCIL MEETING
7:00 PM COUNCIL CHAMBERS, ROOM 302
128 SMITH ST. PLYMOUTH, WI 53073**

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 Jeff Tauscheck. Also present: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, Assistant Administrator/Community Development Director Jack Johnston, Library Director Leslie Jochman, Electrical Operation Manager Ryan Roehrborn, Finance Director Chris Russo and City Clerk 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 Tauscheck/Binder to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
 - A. Approve minutes of the meeting held Tuesday, January 14, 2025**
 - B. Approve City and Utility Reports:**
 - I. Electric, Water and Sewer Sales Report – December 2024**
 - II. Utility Related Write Offs for January 2025 - \$3,155.36**
 - C. Minutes acknowledged for filing - Library Board: December 2 - Public Works & Utilities: January 14 – Committee of the Whole: January 14**
 - D. Approve Stormwater Drainage Facilities Maintenance Agreement Between The City of Plymouth, Wisconsin and Weber Properties LLC, Weber Family Station LLC**
- 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. Resolution:**
 - A. Resolution No. 1 of 2025 Creating the Ad Hoc Library Repair, Renovation, and Expansion Committee –** City Administrator/Utilities Manager explained the 2024 budget allocated funding for the Plymouth Public Library to conduct a space needs analysis. Over the spring and summer of 2024, the library partnered with their consultant, FEH and a task force of citizen volunteers to assess necessary upgrades and updates to the current

facility. The Committee of the Whole was presented the findings of the space needs analysis. Based on the presentation the Committee of the Whole recommended a phased approach to address immediate repairs and renovations while applying for a flexible facilities grant that did not require an additional matching contribution. In late 2024 staff was notified that the flexible facilities grant application was unsuccessful. The consensus from staff and the library board was to establish an ad hoc committee to phase and prioritize the future needs of the Library. Motion was made by Nelson/Tauscheck to approve Resolution No. 1 of 2025 creating the Ad Hoc Library Repair, Renovation, Expansion Committee. During discussion Director Jochman stated that they have a good idea of what the needs are based on the study that was done. This committee will help figure out how to phase in the needs of the library for the future. Mayor Pohlman stated that there isn't a price tag in mind. That is something the committee and consultants will work on and present to the Council in 2026. Hildebrand stated that he agrees with the repair and renovation of the committee, but not the expansion. Upon the call of the roll, Gilson, Nelson, Tauscheck, Herrmann, Matzdorf, and Binder voted aye and Hildebrand voted nay. Motion carried.

7. New Business:

- A. Discussion and Possible Action for Professional Services with MC & E in the amount of \$38,574.00** – City Administrator/Utilities Manager Blakeslee stated explained that the 2025 Electric Capital Budget included funding for the fiber extension to Substation #5. The two options for communication with the substation are cellular and fiber. Cellular cannot support the bandwidth required for the digital assets at the substation. Fiber offers sufficient bandwidth for physical and electronic security systems. Motion was made Tauscheck/Hildebrand to approve quote from MC & E for engineering, CAD, bidding, and permitting services in the amount of \$38,574.00. Mayor Pohlman asked if this was in the budget. Blakeslee stated that it is in the 2025 budget for \$300,000 there may be some additional work in 2026 and covered in the 2026 budget. Upon the call of the roll, all voted aye. Motion carried.
- B. Discussion and Possible Action of the First Amendment Agreement for the Sugar Shack at City Park** – City Administrator/Utilities Manager explained that in 2023 Council approved the design and location of a Sugar Shack structure in City Park, subject to the finalization of a maintenance and operations agreement between the City and Plymouth Maple Association. The maintenance and operations agreement was approved on February 13, 2024. The Sugar Shack is nearing completion. The Maple Association wishes to construct solar panels on the roof of the City's shed near the Sugar Shack to provide electricity to the Sugar Shack. The agreement stated that the Maple Association will install the panels and connect them from the shed to the Sugar Shack. The City would be responsible for the cost and installation of any electrical wiring, light fixtures, or electrical components within the utility shed if desired in the future. Alderperson Nelson stated the sugar shack is

nearing completion, they have to put windows up in the copula. He stated that they will have to do the wiring and it will be a pretty simple system. The panels will be on the utility building next to the sugar shack. Their intention is to replace the roof with a metal roof on the building. Matzdorf asked if the wires will get buried. Nelson stated that they would. Motion was made by Herrmann/Matzdorf to approve the first amendment agreement for the Sugar Shack at City Park. Herrmann asked if there was plenty of sunlight to power it. Nelson stated that there would be enough sunlight and is out of the way of the trees. Binder asked if the power would be used for any of the processing. Nelson stated that the evaporator is wood fired. Binder asked if these were the first solar panels on City owned buildings. Blakeslee stated that the Utilities building has several solar panels. Upon the call of the roll, all voted aye. Nelson Abstained. Motion carried.

- C. Discussion and Possible Action to Award the RAS Pump Replacement to Crane Engineering in the amount of \$27,438.31** – Blakeslee explained that waste water treatment plant needs to replace a failed pump that returns activated sludge from the secondary clarifier back to the aeration tank. The pump replacement is an unbudgeted expense, however there are Utility funds to cover this expense. Currently the treatment plant is running on one pump and a second pump is important in case that pump would fail. Motion was made by Binder/Tauscheck to award the RAS pump replacement to Crane Engineering in the amount of \$27,438.31. Upon the call of the roll, all voted aye. Motion carried.
- D. Discussion and Possible Action to Award the Blower Replacement at the Waste Water Treatment Plant to Vacuum, Pump and Compressor, Inc in the amount of \$58,280.00** – Blakeslee explained that as part of the 2025 Capital Improvement Plan for the Wastewater Treatment Plant, a blower replacement for the aeration tanks was budgeted. The existing blower that is being replaced is 40+ years old. The blower proposed by Vacuum, Pump and Compressor, Inc. is \$8,280 over budgeted amount. There are sufficient funds in the Sanitary Sewer Capital budget to cover the remaining difference. Motion was made by Nelson/Tauscheck to award the project to Vacuum, Pump and Compressor, Inc in the amount of \$58,280. Upon the call of the roll, all voted aye. Motion carried.
- E. Discussion and Possible Action of Farmland Use Lease Agreements** – Blakeslee explained that City acquired three parcels from the Plymouth Industrial Development Corporation (PIDC) These lots are currently used as farmland. Staff finalized updated agreements with Thomas and Brittany Schultz to lease this property as farmland. The rates charged match the farmland lease rates of other property owned by the City. Motion was made by Hildebrand/Tauscheck to approve the farm land lease agreement for parcel 59271821073, 59271822647, and 59271820935. Upon the call of the roll, all voted aye. Motion carried.
- F. Discussion and Possible Action of Council Date Change February 25, 2025 to February 27, 2025** – Blakeslee stated that him and the Mayor will be

out of the area for the meeting February 25. Motion was made by Binder/Tauscheck to approve the Council date change February 25 to February 27. A unanimous aye vote was cast. Motion carried.

8. **Adjourn to 7:00 PM on Tuesday, February 11, 2025:** Motion was made by Binder/Herrmann to adjourn the meeting. A unanimous aye vote was cast. Motion carried.