

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, MAY 27, 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 at 7:00 PM. On the call of the roll, the following were present: Diane Gilson, John Binder, Dave Herrmann, Mike Penkwitz, Kevin Sande, Angie Matzdorf, and Jeff Tauscheck. Also present: City Administrator/Utilities Manager Tim Blakeslee, Assistant Administrator/Community Development Director Jack Johnston, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Electrical Operation Manager Ryan Roehrborn, Finance Manager Chris Russo and City Clerk/Deputy Treasurer 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 Binder/Tauscheck to approve the consent agenda. A unanimous aye vote was cast. Motion carried.
  - A. **Approve minutes of the meeting held Tuesday, May 13, 2025**
  - B. **Approve City and Utility Reports:**
    - I. **Electric, Water and Sewer Sales Report – April 2025**
    - II. **Utility Related Write Offs for May 2025 - \$61.01**
  - C. **Minutes acknowledged for filing – Plan Commission: May 1 - Committee of the Whole: May 13**
  - D. **Approve Application for Event: Dire Dyes Open 5 / Disc Golf Tournament / Meyers Park – August 9 from 9 AM – 3 PM**
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. **Presentations:**
  - A. **WPPI Biennial Update** – Mike Peters from WPPI gave a presentation. Plymouth Utilities is a member of WPPI along with 51 other locally owned electric utilities. Plymouth Utilities purchases electricity from WPPI and in-turn supplies that electricity to a service area.
  - B. **Electric Department Safety Awards** – Electric Operations Manager Roehrborn highlighted a few awards presented to the Electric Department this year including the MEUW Safety Award, APPA Safety Award, APPA RP3 designation for Plymouth Utilities, and a Certificate of Excellence in Reliability.
7. **Ordinance**
  - A. **Ordinance No. 10 An Ordinance Amending 2-3-20 The City Administrator/Utilities Manager Functions And Duties Related To Tax Increment Financing (TIF)** – Blakeslee explained staff has worked to develop a new TIF Application process. Applicants would be required to provide detailed project information, include a letter of intent that with construction details, TIF assistance requested, why the “but for” provision will be met, and the proposed public benefit. The process also includes an escrow deposit and a ‘TIF Application Agreement’ to cover City costs related to reviewing requests. This Ordinance change would grant the City

Administrator the ability to develop and implement a TIF process. Motion was made by Tauscheck/Matzdorf to approve Ordinance No. 10. Upon the call of the roll, all voted aye. Motion carried.

**8. New Business**

**A. Approval of the new TIF Application Process and Fee** – Blakeslee touched on the process of the TIF Application in the prior item. He added that if there are minor tweaks to the application they would be done by staff. If there are any larger changes it would be brought back to Council. Motion was made by Tauscheck/Herrmann to approve the new TIF application process and fee as presented. Upon the call of the roll, all voted aye. Motion carried.

**B. Discussion and Possible Action on RLF Loan with Precision Floor and Décor** – City Administrator / Utilities Manager Blakeslee explained that Precision Floors and Décor submitted a loan application in March 2025 for a building expansion project at 24 S Highland Ave. The proposed project includes the development of a training center to help grow, retain, and recruit employees. The total project cost is \$700,000 and they are requesting \$350,000. The RLF committee did unanimously recommend the request at the May 15 meeting. Motion was made by Binder/Gilson to approve the RLF loan request from Precision Floors and Décor and direct Staff and City Attorney to finalize documentation. Upon the call of the roll, all voted aye.

**9. Adjourn to 7:00 PM on Tuesday, June 10, 2025:** Motion was made by Binder/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.