

**MEETING AGENDA**  
**FINANCE & PERSONNEL COMMITTEE OF THE**  
**PLYMOUTH COMMON COUNCIL**  
**COUNCIL CHAMBERS**  
**128 SMITH STREET**  
**CITY OF PLYMOUTH, WISCONSIN**  
**TUESDAY AUGUST 29, 2023 @ 6:40 P.M.**

Members Present:

\_\_\_\_ Mayor Pohlman  
\_\_\_\_ John Nelson  
\_\_\_\_ Jeff Tauscheck  
\_\_\_\_ Greg Hildebrand  
\_\_\_\_ Mike Penkwitz

Staff:

\_\_\_\_ Tim Blakeslee  
\_\_\_\_ Anna Voigt

Other:

1. Call to order and roll call.
2. Approval of meeting minutes for June 13, 2023 meeting
3. TID #4 Closure Discussion
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 JUNE 13, 2023

1. **Call to order and roll call:** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:40 PM. On call of the roll, the following members were present: Mayor Pohlman, John Nelson, Jeff Tauscheck, Greg Hildebrand, and Mike Penkwitz. Also present were: Alder. Angie Matzdorf, Alder. Bob Schilsky, Alder. Dave Herrmann, Alder. Diane Gilson, City Administrator/Utilities Manager Tim Blakeslee, HR Specialist Leah Federwisch, Electrical Operations Manager Ryan Roehrborn, and Clerk/Deputy Treasurer Anna Voigt.
2. **Approval of meeting minutes for April 25, 2023 meeting:** Motion was made by Pohlman/Hildebrand to approve minutes from April 25, 2023. A unanimous aye vote was cast. Motion carried.
3. **Discussion and possible recommendation for Reciprocal Dark Fiber IRU Agreement with TDS Metrocom LLC:** City Administrator/Utilities Manager Blakeslee explained that TDS Fiber is currently completing a fiber optic installation in Plymouth. The project is expected to take approximately 3 years to complete. Over the past several months Staff alongside the City attorney Boardman Clark have been negotiating with TDS on terms for a Reciprocal Dark Fiber IRU agreement. The primary focus of the agreement is a fiber swap between the City and TDS. TDS will install new fiber for the City to use to the pool and golf course and in exchange TDS will be granted usage of an unused portion of the City's already buried fiber line to Johnsonville. With a fiber connection to the pool and golf course, the City will be eventually able to accept credit cards at these locations, allow them to be on the city phone system, and allow them to have city network access. Motion was made by Pohlman/Tauscheck to recommend Common Council approve the Reciprocal Dark Fiber IRU Agreement with TDS Metrocom LLC. Upon the call of the roll, all voted aye. Motion carries.
4. **Entertain a motion to go into closed session for the follow:** Motion was made by Pohlman/Tauscheck to go into closed session. Upon the call of the roll, all voted aye. Motion carries.  
**Entertain a motion to go into closed session for the following:**  
**pursuant to Wis. Stat. 19-85 (1)(c) considering employments, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding the Finance Director**
5. **Entertain a motion to go into open session:** Motion was made by Polman/Tauscheck to go into open session. Upon the call of the roll, all voted aye. Motion carries.
6. **Discussion and possible action on closed session item:** No motion was needed.
7. **Adjournment:** Motion was made by Pohlman/Hildebrand to adjourn the meeting. A unanimous aye vote was cast. Motion carries.

**City of Plymouth**  
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**DATE:** August 23, 2023

**TO:** Finance and Personnel Committee

**FROM:** Tim Blakeslee, City Administrator/Utilities Manager

**RE:** TID#4 Closure Discussion

**Background:**

In 2024, TID#4 will be able to meet its fiscal obligations and will be able to close. The tax increment finance law under statute 66.1105(6)(g) authorizes the extension of a TIF district for one additional year to promote affordable housing. The “affordable housing extension” was added to TIF law in 2009. The extension allows the municipality to extend the life of the district one additional year but does not require it. A municipal resolution is required to be adopted prior to closure along with documentation that all project costs have been or will be paid off. The Department of Revenue (DOR) is required to authorize the allocation of tax increment for one additional year upon receiving a copy of the municipal resolution. A city must use at least 75% of the tax increment to benefit “affordable housing” within the municipality. Affordable housing is defined as housing costing no more than 30% of the household’s gross monthly income. A household consists of an individual and his/her spouse and all minor dependents. Any remaining portion of the increment must be used to improve housing stock.

**Option 1 (No Housing Extension):**

**Impacts:**

- At closure there will be a residual increment of approximately \$2.3M
- Residual increment will be distributed to overlapping taxing jurisdictions, the City’s portion will be approximately \$800K (in 2024).
- Closure will have a positive impact on the City’s 2025 budget:
  - Estimated Levy Limit Adjustment of 8.78% = \$370K + Net New Construction (use it or lose it)
  - City mill rate to drop in 2025 since only 50% of the TID closure is realized through the increased levy.

**Timing:**

- Closure resolution passed by 4-15-24 and submitted to DOR.
- Once the TID closure resolution is passed, the City can create new TIDs and/or amend the boundaries of existing TIDs.

**Option 2 (Housing Extension):**

**Impacts:**

- At closure there will be a residual increment of approximately \$2.3M.
- Residual increment will be distributed to overlapping taxing jurisdictions the City’s portion will be approximately \$800K (in 2024).
- Closure will have a positive impact on the City’s 2026 budget:

- Estimated Levy Limit Adjustment of 8.78% = \$370K + Net New Construction (use it or lose it)
- City mill rate to drop in 2026 since only 50% of the TID closure impact is realized through the increased levy.
- Affordable housing contribution in 2025 of 1-Yr increment or approximately \$2.3M

**Timing:**

- Pass a TID extension for Affordable Housing resolution by 2-1-24 and submit to DOR making them aware that the TID will collect TID revenue in 2025 for Affordable Housing.
- Then pass a TID closure resolution by 4-15-24. This two-step process will allow the City to create new TIDs and/or amending the boundaries of existing TIDs in 2024.

The staff recommendation is to extend the life of TID No. 4 one additional year and establish a low-interest housing revolving loan fund program. Funds would “revolve” based on loan payments similar to the business RLF program. Since the loan portfolio would not be established until 2026, Staff would have plenty of time to draft a housing RLF manual for Common Council consideration. In addition, staff believes the current ad-hoc housing committee should help develop and review a new low-interest housing revolving loan fund program. Should the need arise, a portion of the funds could be set-aside for other housing projects at the discretion of council.

**Recommendation:** No action required, provide direction to staff regarding closure of TID#4.