

FINANCE & PERSONNEL COMMITTEE

CITY OF PLYMOUTH, WISCONSIN

TUESDAY, FEBRUARY 25, 2020

Room 210, City Hall, 128 Smith Street

MINUTES

1. **Call to order and roll call:** Chairman Nelson called the meeting to order at 6:00 PM. On call of the roll, the following members were present: Aldermen John Nelson, Jack Fernsler, Greg Hildebrand, Jim Wilson and Mayor Donald Pohlman. Also present were City Administrator/Utilities Manager Brian Yerges and Alderperson Gilson. DPW Director Cathy Austin entered the meeting at 7:15 p.m.
2. **Approval of meeting minutes for January 28, 2020 meeting:** Motion made by Hildebrand/Wilson to approve as stated. Motion carries.
3. **Update on EMMA disclosures of “pay as you go” obligations – Ehlers:** City Administrator/Utilities Manager Brian Yerges provided an update to the committee regarding the EMMA Disclosure Obligations. The Securities and Exchange Commission requires that an issuer of municipal securities enter into an agreement to provide information and to notify reportable events to the EMMA (Electronic Municipal Market Access website). This is done to ensure that bond holders and other bond market participant are aware of any new financial commitments that the municipality makes. Administrator Yerges said that, as the market adjusts to implementation of the new disclosure requirement, a question was brought up as to whether a Municipal Revenue Obligation (MRO) or other similar “pay as you go” obligations issued to support a project in a Tax Incremental District requires disclosure through EMMA. Ehlers has determined that an MRO would likely be considered a financial obligation subject to reporting. MRO’s are normally contingent obligations with payments limited solely to the tax increment revenue which are generated by the related projects. It should be noted that MRO commitments have not been historically disclosed. Administrator Yerges stated that this is new emerging information and that tax incremental district incentives are a “pay as you go” and it is possible that incentives would need to be reported to EMMA.
4. **Update on TID No. 6 financial status post-bond refinancing:** City Administrator/Utilities Manager Brian Yerges provided the committee with an update on the 2011 debt refinancing. Administrator Yerges said that the refinancing had a larger positive impact than what was initially expected. It is now projected that by the year 2031 that the TID 6 district will have a positive fund balance of about \$64,951.09. This is in part of the refinancing at the 1.46 percent interest rate. The 2019/2020 year also included a shortfall payment from Sargento in the amount of \$17,795.19. This was a part of an initial agreement and Sargento’s assessed value being below \$8 million. The tax increment for TID 6 of \$171,500 and the shortfall payment from Sargento, the revenue for 2020 is \$189,295.19.

- 5. Discussion and possible recommendation regarding zoning fees:** City Administrator/Utilities Manager Brian Yerges discussed the increased with the zoning fee with the committee. Small increases were added to the fees to help offset the new contract for the zoning administrator and for increased costs to the city for certain tasks. Increases range from \$5.00 to \$350.00. Committee member Hildebrand questioned on when the increases will take effect. Administrator Yerges said that the committee can recommend any effective date. It was suggested to start the fee increase in September of 2020. Motion was made by Pohlman/Hildebrand to recommend the new zoning fee schedule for approval by the common council, with an effective date of September 1, 2020. Upon the call of the roll, all voted aye. Motion carries.
- 6. Discussion and possible recommendation regarding residential historic district:** City Administrator/Utilities Manager Brian Yerges told the committee that he was contacted by Rowan Davidson from Legacy regarding a potential Yankee Hill Residential Historic District. Rowan who was accompanied by others from the Wisconsin Historical Society toured the City of Plymouth specifically looking at residential architectures. They were particularly interested in the Yankee Hill area. That area has a shared history of development dating back to the 1850's. Legacy suggested that the city move forward for a proposed historic district. Administrator Yerges pointed out that residents in a historic district qualify for up to 25% in tax credits for qualified improvements on their homes. The historic district offers encouragement for homeowners to invest in their homes with the tax credits. Homeowners are not required to participate. Administrator Yerges said that if the city decided to move forward, it would be beneficial to offer an informational meeting with the residents. Legacy provided Administrator Yerges with a proposal for the project. Total cost for Legacy's service is \$7,800. Administrator Yerges said that this project was not budgeted, however, funds could be used from the capital projects, contingency funds or the 2021 budget. Mayor Pohlman made a recommendation to move forward with Legacy and the project. Committee member Wilson seconded the motion to include using this year's capital project funds with the 2021 budget to reimburse. Upon the call of the roll, all members voted aye. Motion carries.
- 7. Update and discussion on storage yard project:** City Administrator/Utilities Manager Brian Yerges reminded the committee that the 2020 capital improvement budget included a storage yard project for the Plymouth Utilities. Administrator Yerges said that the existing outdoor area does not meeting zoning code requirements and that the area is currently wide open and can be a target for theft or tampering. The project includes a proposal for a 75x200x20 cold storage metal building. The estimated cost for the metal building without concrete is \$280,000. The project would include a concrete building floor and an asphalt yard area with lighting and fencing. A camera system would also be installed. Administrator Yerges provided the committee with a timeline, with a project completion date in August/September. The committee recommended that Administrator Yerges have a meeting to touch base with the Public Works & Utilities Committee. Further discussion to be had at a later date.

8. **Entertain a motion to go into closed session pursuant to Wis. Stat. 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding 609 Riverview Drive:** Motion was made at 7:03 p.m. to go into closed session by Fernsler/Hildebrand. Upon the call of the roll, all voted aye. Motion carries.

9. **Motion to go into open session:** Motion was made at 7:27 p.m. to go into open session by Hildebrand/Wilson. Upon the call of the roll, all voted aye. Motion carries.

10. **Adjournment:** Motion was made by Hildebrand/Wilson to adjourn the meeting. A unanimous aye-vote was cast by the committee. Meeting adjourned at 7:28 p.m.

Respectfully submitted by Sabrina Dittman, Clerk