

**FINANCE & PERSONNEL COMMITTEE**

**CITY OF PLYMOUTH, WISCONSIN**

**TUESDAY, JANUARY 28, 2020**

**Room 210, City Hall, 128 Smith Street**

**MINUTES**

1. **Call to order and roll call:** Chairman Nelson called the meeting to order at 6:30 PM. On call of the roll, the following members were present: Aldermen John Nelson, Jack Fernsler, Jim Wilson and Mayor Donald Pohlman. Absent: Greg Hildebrand. Also present were City Administrator/Utilities Manager Brian Yerges, Alderperson Gilson, Alderperson Hansen and Emmitt Feldner.
2. **Approval of meeting minutes for October 29, 2019 meeting:** Motion made by Pohlman/Wilson to approve as stated. Motion carries.
3. **Discussion regarding exercise/wellness benefit –** City Administrator/Utilities Manager Brian Yerges said that he had contacted Sheboygan County and the Plymouth High School to get information about what they offer for exercise/wellness incentives to their employees. Sheboygan County partnerships with the Sheboygan County YMCA and Planet Fitness. Sheboygan County pays the employees annual membership up to 100% to those who have achieved the required participation requirements. Participation requirements for 100% payoff is that they must participate at least 8 times per month and they must submit monthly participation reports back to Sheboygan County. Administrator Yerges also provided a fee listing for the use of the Plymouth High School Facility. Individual district residences are \$240 per year and couples are \$340 per year. Administrator Yerges said that this would not be effective until 2021, as the funds for the program were not in the 2020 budget. Committee Chair Nelson asked if it would be possible to talk to the community education department to see if city employees could get a discount for the use at the High School. Administrator Yerges mentioned that the city could have a maximum payout / cap on the total amount that could be spent per year, per employee. Alderperson Hansen said that although he is not on the committee, he would support the city participating in a partnership with a fitness facility for the employees. Committee Member Wilson also said that he was in favor of a partnership, however, there should be a maximum amount of payout per year, per employee. Administrator Yerges said that he would have follow up discussions with the Plymouth High School, Planet Fitness and Anytime Fitness.

- 4. Discussion and recommendation regarding Lakeland University corporate partnership agreement for tuition discount** – City Administrator/Utilities Manager Brian Yerges told the committee that he had recently found out that Lakeland University offers a program that allows employees, spouses and children to receive a 20% discount on undergraduate tuition and 10% discount on graduate course tuition. There would be no cost to the city to offer this benefit to city employees. It is city staff recommendation to move forward into a partnership with Lakeland University. City staff would simply provide information to the employee upon request, this would be another incentive to employees. Motion was made by Pohlman/Wilson to approve having the city partnership with Lakeland University. A unanimous aye vote was cast by the committee. Motion carries.
- 5. Discussion and possible recommendation regarding TID No. 6 extension** – City Administrator/Utilities Manager Brian Yerges discussed extending TID No. 6. The extension type would fall under the Technical College Extension. This extension allows additional time to pay incurred projects costs for TID's affected by 2013 Act 145, this extension does not change the expenditure period, but allows an additional 3 years to collect revenue. Administrator Yerges provided the committee with a sample TID Technical College Extension Resolution. Yerges told the committee that if it was recommended to extend the TID, a Joint Review Board Meeting would need to be held. Yerges also pointed out that either the city could provide the Joint Review Board with an independent audit, which demonstrates that the TID is unable to pay off its project costs by the required maximum life date or only provide city records of the TID's finances to the Board. Providing city records would save in city costs, however the Board could deny the extension. If denied the city could appeal the Boards decision and set up another Joint Review Board meeting and provide audited financials, which the Board would have to approve. Administrator Yerges also provided the committee with a spreadsheet which provides the TID's fund balance through the year 2031. It was explained to the committee that a portion of the 2011CURB and GO Bond's are included TID 6 and that those are currently being refinanced as a 2020A GO Bond. The refinancing will lower the current interest payments on the spreadsheet that was provided. Currently, the TID has a deficit of \$784,797.58. The projected deficit without refinancing by 2031 will be \$235,271.04. This number will change once the refinancing takes place February 2020. If the extension passes this will also provide 3 more years of revenue. Administrator Yerges mentioned that a risk by not extending the TID now, could be that if legislature were to make changes to the Technical College extension type that the city would then not be able to do the extension. Yerges stated that at this time, he had not heard any discussion about this happening, but wanted to inform the committee that it could be a possibility in the future. Mayor Pohlman suggested that the committee wait to make a decision on the TID extension until bond refinancing is complete in February 2020. The committee could then look at how the refinancing lowers the interest rates and make a determination after looking at an updated TID financial spreadsheet. Further discussion will be held at a later date.

6. **Discussion and possible recommendation regarding zoning fees – City**  
Administrator/Utilities Manager Brian Yerges brought forward a sample Resolution Creating the City of Plymouth Zoning and Subdivision Fee Schedule. Yerges stated that the last time zoning fees were adjusted were in 2011. Yerges told the committee that the city had entered into an agreement with Sheboygan County for zoning administration in 2019. The resolution that Administrator Yerges provided contained main areas for fee adjustments. Yerges explained that the legal costs for a variance can be up to \$2,000 alone and that the fees should be reviewed to reflect current costs. Committee Member Fernsler suggested increasing fees up to \$50.00 by \$5.00 and fees that consist of \$50.00-\$100.00 by \$10.00 and so forth. Mayor Pohlman was in favor of this suggestion and also suggested that fees be adjusted and brought back to the committee for review at a later date.
7. **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 2615 Eastern Avenue –** Motion was made by Pohlman/Fernsler at 7:30 p.m. to go into closed session. Upon the call of the roll, all voted aye. Motion carries.
8. **Motion to go into open session:** Motion made by Wilson/Fernsler to go into open session at 7:47 p.m. On call of the roll, all voted aye. Motion carries.
9. **Adjournment:** Motion was made by Nelson/Pohlman to adjourn the meeting. A unanimous aye-vote was cast by the committee. Meeting adjourned at 7:47 p.m.

Respectfully submitted by Sabrina Dittman, Clerk