

**PUBLIC WORKS & UTILITIES COMMITTEE
CITY OF PLYMOUTH, WISCONSIN
Room 210, City Hall, 128 Smith Street
Tuesday February 11, 2020**

MINUTES

1. **Call to order & Roll Call:** The Public Works & Utility Committee held a meeting on Tuesday, February 11, 2020 at 6:45 PM. On call of the roll, the following members were present: Mayor Don Pohlman, Alderpersons Diane Gilson, Charles Hansen, Jim Sedlacek and Amy Odekirk. Also present were City Administrator/Utilities Manager Brian Yerges, DPW Director Cathy Austin. Alderperson Greg Hildebrand entered the meeting at 7:30 p.m.
2. **Approval of January 14, 2020 Meeting Minutes:** Motion made by Gilson/Odekirk to approve as stated. Motion carries.
3. **Update on Generations strategic planning:** City Administrator/Utilities Manager Brian Yerges told the committee that he and Alderperson Jim Wilson attended a strategic planning meeting with Generations staff and Board Members. Generations is in a transitional period as they now have new staff and some new board members. Generations staff and board members would like to come up with a new long term plan by the end of 2020. They will be discussing themes, marketing and fundraising. Generations will need to raise about \$5,000 to be able to install one other pickle ball court. Generations will also be looking at how the new Plymouth High School Rec Facility will impact the Generations facility.
4. **Discussion and update regarding Plymouth riverfront parking lot survey work:** DPW Director Austin discussed the three maps that were provided to the committee regarding the Plymouth Riverfront Parking Lot Improvements survey from Kapur Engineering. The maps show which parcels are city owed and utility work that will need to be completed. City Administrator/Utilities Manager Brian Yerges asked for direction from the committee as to what they would like the next steps to be. Yerges asked the committee if they only wanted to have the city repave only the city owned parcels or if the committee would like to see a more updated beautification project map. Alderperson Jim Sedlacek asked if the city could work with the property owners as well to pave all of the parking lot. Alderperson Diane Gilson asked if at this point, if the city could just do the utility work and put everything else on hold, until further discussion and information. City Administrator/Utilities Manager Yerges said that he can have the Utility design a utility work map and have that be ready by the end of 2020. Alderperson Sedlacek told Yerges to continuing working on the project and that the city should keep the businesses up to date. Further discussion to be held at a future meeting.
5. **Discussion and possible recommendation to staff regarding ordinances related to smoking and vaping:** The City of Plymouth's current ordinance does not include e-cigarettes or vaping devices. City Staff is recommending updating section 7-3-1 of the municipal code to include verbiage on electronic delivery devices. City Administrator/Utilities Manager Brian Yerges provided the committee with a copy of the Village of Little Chute's ordinance regarding cigarette and other tobacco products.

Verbiage included in the ordinances references “electronic delivery devices”. Electronic delivery devices means any product containing or delivering nicotine or similar substances intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. Administrator Yerges also suggested updating the section for cigarette licensing, to clarify that vape shops that sell only vaping devices are also required to have a license. Motion was made by Hansen/Gilson to approve moving forward with amending the ordinances. Hansen requested a roll call vote. Upon the call of the roll, all voted aye. Motion carries.

6. **Discussion and possible recommendation to staff regarding parkland dedication fees:** City Administrator/Utilities Manager Brian Yerges told the committee that the City of Plymouth does have a park land dedication fee ordinance, however since state law changed in 2006 the city stopped charging and collecting fees. Administrator Yerges said that city staff requested that the city attorney draft a legal analysis. City Attorney Crystal Fieber concluded that the city should complete an updated needs assessment and amend the existing ordinance language to reflect the fees charged based on the assessment if the city chooses to use parkland dedication fees as a revenue source. Administrator Yerges questioned the committee on if they are still in support of implementing the parkland dedication fees as a revenue source and if not, then the Outdoor Recreation Plan and Comprehensive Plan for the city should eliminate those fees as a part of its policy. Alderperson Odekirk asked how much were the parkland fees? Administrator Yerges said that according to what was charged in the past, it was \$600.00 per unit. Administrator Yerges said that a full needs assessment would need to be conducted. Mayor Pohlman asked how much money it would cost to have a needs assessment. DPW Director Austin stated that it would be around \$40,000. Due to time constraints, committee decision was to have further discussion in the future.

Adjournment: Motion made by Gilson/Odekirk to adjourn. Motion carries. The meeting adjourned at 7:56 PM.

Respectfully submitted by Sabrina Dittman, Clerk