

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, DECEMBER 10, 2024 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. On the call of the roll the following were present: Angie Matzdorf, Diane Gilson, John Binder, Dave Herrmann, John Nelson, Mike Penkwitz, and Jeff Tauscheck. Also preset: City Administrator/Utilities Manager Tim Blakeslee, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, Finance Director Chris Russo, and City Clerk 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 Penkwitz/Binder to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, November 26, 2024**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 11/01/2024 – 11/30/2024**
 - C. **Minutes acknowledged for filing – Housing Authority: November 8 – Community Television: November 11 – Police and Fire Commission: November 12 - Committee of the Whole: November 26**
 - D. **Building Report for November 2024 – 23 permits at \$991,793**
 - E. **Approve Street Use Permit: Plymouth Arts Center on December 31, 2024 from 8:30 PM – 10:30 PM. Request to close North St., from the corner/intersection of Mill, Eastern Ave. and North St. at the stoplight, past the PAC driveway to the corner of Main and North St.**
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. **New Business:**
 - A. **Presentation, Discussion, and Possible Action on the 2024 Plymouth Housing Study** – Blakeslee explained that developing a Comprehensive Housing Strategy was a key initiative of the 2024-2026 City of Plymouth Strategic Plan. An Ad-Hoc Housing Committee was formed in early 2023 and was tasked with guiding the housing development in Plymouth for the next decade. Blakeslee City Administrator/Utilities Manager introduced Kristen Fish-Peterson from Redevelopment Resources. Fish-Peterson presented the Housing study for the City of Plymouth. The housing study showed a need for a variety of housing types across all price points and ownership/tenant options. Mayor Pohlman stated that this was a good report to look at to focus potential construction and where the City needs to grow. Nelson thanked the

committee and Fish-Peterson on the work done for this study. Binder stated it was a great document to look at. Penkwitz also stated it was a great document and great tool for the Council to use. Motion was made by Nelson/Matzdorf to receive and file the 2024 Plymouth Housing Study. Upon the call of the roll, all voted aye. Motion carried.

- B. Discussion and Possible Action of Agreement with Kapur Engineering Services for West Stafford Street Parking Lot** – Blakeslee explained that as part of the Laack Block project, the reconfiguration and repaving of the West Stafford St. parking lot is being requested. The project will be an opportunity for a public-private partnership. Kapur has prepared a Professional Service Agreement for this work. Motion was made by Penkwitz/Tauscheck to approve the request to proceed with engineering services with Kapur and Associates in an amount of \$74,710.00. Binder asked how many stalls will be in the parking lot. Blakeslee stated MSA did a study a few years ago and this wouldn't increase the parking by much, but would reconfigure the parking lot similar to the east side of Stafford St. Upon the call of the roll, all voted aye. Motion carried.
- C. Discussion and Possible Action of Agreement with Ehlers to conduct Pro Forma Review for LAG Family LLC**– Blakeslee explained that staff is taking preliminary steps to establish TID #8 to support the Laack Block Project. As part of this effort, staff requested that Ehlers conduct a financial analysis of the proposed development. Ehlers' financial expertise will provide staff and the Common Council with critical insights to guide future development agreements related to TID #8. Motion was made by Nelson/Herrman to approve the agreement with Ehlers to conduct the Proforma Review. Mayor Pohlman added when these proforma reviews are done that information is between the consultant and the party involved. The Council doesn't see the financial information that is supplied for the review. Upon the call of the roll, all voted aye. Motion carried.
- D. Discussion and Possible Action of Agreement with Ehlers for Debt Issuance Support** – Blakeslee explained that as part of the 2025 Capital Improvement Plan, The City plans to issue debt for the Mill Pond Dam, Collins St. Reconstruction, and the Electric Storage Building. Due to the regulatory complexities of debt issuance, staff recommends working with the City's Financial Advisor, Ehlers. Motion was made by Herrmann/Tauscheck to approve Debt Issuance Agreement with Ehlers for General Obligation Promissory Notes, Series 2025A. Upon the call of the roll, all voted aye. Motion carried.
- E. Discussion and Possible Action of Agreement with Ehlers for Utilities Cash Flow Analysis** – Russo explained that Financial Sustainability is one of the four key strategic goals of the 2023-2026 City of Plymouth Strategic Plan. Plymouth Utilities is currently in a healthy financial position and as the Utilities plans for future projects, they want to make sure that continues. Russo reached out to Ehlers to prepare a long-range cash flow analysis for the Utilities. This cash flow analysis will consist of a 10-year outlook for each Utility segment Electric, Water, and Sewer along with a final report and presentation to Council. Motion was made by Binder/Matzdorf to approve Ehlers preparation of a Long-Range Utility Cash Flow Analysis. Upon the call of the roll, all voted aye. Motion carried.

- F. Discussion and Possible Action of Agreement with Motorola for Police Department Body Cameras** – Ruggles explained the 2025 budget included replacement of all In-Car and Body-Worn Cameras. After the 2025 Capital Budget was approved it was discovered a discrepancy in the first-year allocation for the new camera system. The approved 2025 capital budget has \$26,252 allocated. The adjustment to fund this project would be an increase of \$13,558. Motion was made by Penkwitz/Gilson to approve the increase of \$13,558 for the In-Car and Body-Worn Cameras. Upon the call of the roll, all voted aye. Motion carried.
- G. Discussion and Possible Action of Agreement with Sensus RNI** – Blakeslee explained that the Plymouth 2023-2026 Strategic Plan includes an initiative to develop an Outage Management System (OMS). This system aims to create real-time connections between internal systems, supporting Electric Utility goals for faster outage response and data-driven decisions regarding electric distribution system upgrades and maintenance. Sensus USA Inc. currently supplies the Advanced Metering Infrastructure (AMI) electric meters used by Plymouth Electric Utility. However, these AMI meters currently transmit data to WPPI, which then forwards portions of the data to Plymouth Utilities. For the OMS to function effectively, Plymouth Utilities requires direct, real-time access to meter data. The agreement with Sensus USA Inc. replaces the existing agreement and ensures that meter data is provided directly to Plymouth Utilities, enabling integration with the OMS. Motion was made by Tauscheck/Herrmann to approve the agreement with Sensus USA, Inc. Upon the call of the roll. All voted aye, Motion carried.
- H. Discussion and Possible Action to Approve the Purchase of a Truck for the Water Department from Ewald in the amount of \$40,592** – Blakeslee explained part of the 2025 Capital Improvement Plan dollars were allocated to replace an F-150 pick-up truck for the Water Department. The budget allocated amount was \$55,000 and the quote from Ewald is \$40,592. Motion was made by Herrmann/Tauscheck to approve the purchase of the truck from Ewald Automotive Group for a total of \$40,592. Upon the call of the roll, all voted aye. Motion carried.

7. Adjourn to 7:00 PM on Tuesday, January 14, 2025: Motion was made by Binder/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.