

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, SEPTEMBER 26, 2023 COMMON COUNCIL MEETING
7:00 PM COUNCIL CHAMBERS, ROOM 302
128 SMITH ST. PLYMOUTH, WI 53073**

AGENDA

- 1. Call to order and roll call**
- 2. Pledge of Allegiance**
- 3. Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):**
 - A. Approve minutes of the meeting held Tuesday, September 12, 2023**
 - B. Approve City and Utility Reports:**
 - I. Electric, Water and Sewer Sales Report – August 2023**
 - II. Utility Related Write Offs for September - \$6,523.35**
 - C. Minutes acknowledged for filing – Library Board: August 7 - Plan Commission: September 7 – Finance and Personnel Committee: September 12**
 - D. Approve Street Use Permit from Wendy Conto for Neighborhood Picnic on Sunday, October 1, 2023; 10:30 AM – 6:00 PM. Street proposed to use is back cul de sac of Prairie Rd.**
- 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.**
- 5. Items removed from Consent Agenda:**
- 6. Resolution:**
 - A. Resolution No. 14 – TID #4 Extension – City Administrator / Utilities Manager, Tim Blakeslee**
- 7. New Business:**
 - A. Approval of project with Otter Creek Landscape for parcel 59271813530. –City Administrator / Utilities Manager, Tim Blakeslee**
 - B. Approval of Revolving Loan Plymouth Industries Term Sheet – City Administrator / Utilities Manager, Tim Blakeslee**
 - C. Appoint Megan Hummitzch to Library Board as the School Representative – School Superintendent Appoints, Council Approves**
- 8. Adjourn to 7:00 PM on Tuesday, October 10, 2023**

It is likely 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.

CITY OF PLYMOUTH, WISCONSIN
Tuesday, SEPTEMBER 12, 2023 COMMON COUNCIL MEETING
7:00 PM COUNCIL CHAMBERS, ROOM 302
128 SMITH ST. PLYMOUTH, WI 53073

UNOFFICIAL MINUTES

1. **Call to order and roll call:** Mayor Donald Pohlman called the meeting to order at 7:00 PM. On the call of the roll, the following Alderpersons were present: Greg Hildebrand, Angie Matzdorf, Dave Herrmann, Diane Gilson, Mike Penkwitz, Jeff Tauscheck and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Building Inspector Pete Scheuerman, Public Works Director Cathy Austin and City Clerk/Deputy Treasurer Anna Voigt.
2. **Pledge of Allegiance**
3. **Approval of the Consent Agenda (Alderpersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Hildebrand/Matzdorf to approve the consent agenda as stated. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, August 29, 2023**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 7/1/23 – 7/31/23**
 - C. **Minutes acknowledged for filing – Community Television: August 2023 – Finance and Personnel Committee: August 29 - Revolving Loan Fund: August 29 and September 5**
 - D. **Building Report for August 2023 – 41 permits at \$1,837,621**
 - E. **Approve Annual Mobile Home Park Application: Schmidt Properties – Cedar View Mobile Home Park**
 - F. **Approve Change of Agent for Class “A” Combination for Pick n’ Save to Shaun Priesgen – Approved by Clerk’s Office and Police Department**
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. **Public Hearing followed by discussion and action:**
 - A. **No. 9 An Ordinance Creating Section 13-1-140(b)(3) of the City of Plymouth, Wisconsin Zoning Code Regarding Accessory Structures of 160 Square Feet or Greater** – Mayor Pohlman opened the public hearing at 7:08 PM City Administrator/Utilities Manager Blakeslee explained that the zoning code specifies various requirements for accessory structures in the City. However, the zoning code does not currently specify that an accessory over a certain size must comply with foundation requirements. The building inspector’s recommendation, after review of peer communities, is to require

an accessory structure in equal to or in excess of 160 sq ft be required to meet the garage foundation and footing requirement of 15-2-12(d). There being no public comments the Mayor called the Public Hearing closed at 7:08 PM. Motion was made by Hildebrand/Tauscheck to approve Ordinance 9 An Ordinance Creating Section 13-1-140(b)(3) of the City of Plymouth, Wisconsin Zoning Code Regarding Accessory Structures of 160 Square Feet or Greater. Upon the call of the roll, all voted aye. Motion carried.

7. Proclamation:

A. Recognition of Constitution Week in the City of Plymouth

September 17-23, 2023 – Mayor Pohlman presented Freddy Nordyk from the Daughter’s of the American Revolution a Proclamation for Constitution Week. Nordyk thanked the Mayor and encouraged everyone to take a look at the Constitution. Motion was made by Nelson/Tauscheck to approve the Proclamation. A unanimous aye vote was cast. Motion carried.

8. New Business:

A. Extraterritorial Survey Map Seeking Approval: PART of the SW ¼ and NW ¼ of the NE 1/3 SECTION 9, T.15 N, R21 E, TOWN of PLYMOUTH, SHEBOYGAN, WISCONSIN. AKA N6777 Sportsman Lane Plymouth

– City Administrator/Utilities Manager Blakeslee explained that property owners of parcel 59016213511 in the Town of Plymouth would like to divide a portion of their parcel. The City of Plymouth serves as the extraterritorial plat review jurisdiction for this property. Plan Commission recommended the Common Council approve the CSM. Motion was made by Hildebrand/Penkwitz to approve the Extraterritorial Land Division CSM for N6777 Sportsman Ln. A unanimous aye vote was cast. Motion carried.

B. Approval of Encroachment Agreement with Singel Property, LLC (aka Scooters Coffee) on parcel 59271821072

– City Administrator/Utilities Manager Blakeslee explained that Singel Property, LLC (aka Scooters Coffee) recently finished construction on parcel 59271821072. Scooters Coffee notified the City they had discovered they had built 4 inches into the setback line on the north side of the property. Motion was made by Nelson/Matzdorf to approve the Encroachment Agreement with Singel Property, LLC on parcel 59271821072. Upon the call of the roll, all voted aye. Motion carried.

C. Approval of Contract with ZR, LLC for Concrete Curb Installation on Parcel 59271813530 (Former Strutz Building)

– City Administrator/Utilities Manager Blakeslee explained that the RDA has allocated funds to create a pocket park in the former Strutz Building location. To help delineate the space and keep vehicles from driving on it, curb and gutter around the area should be installed. Motion was made by Tauscheck/Gilson to approve the quote from ZR, LLC in the amount of \$6,700 from the contingency fund. Upon the call of the roll, all voted aye. Motion carried.

9. Entertain a motion to go into closed session for the following: Motion was made by Nelson/Herrmann to go into closed session. Upon the call of the roll, all voted aye. Motion carried.

Pursuant to Wis. Stat. 19.85(1)(g) conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and

Pursuant to Wis. Stat. 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations regarding 413 North Street

- 10. Entertain a motion to go into open session:** Motion was made by Hildebrand/Herrman to go into open session. Upon the call of the roll, all voted aye. Motion carried.
- 11. Discussion and possible action on closed session item:** Motion was made by Nelson/Herrman for staff to move forward with the Raze or Repair order with needed action at 413 North St. Upon the call of the roll, all voted aye. Motion carried.
- 12. Adjourn to 7:00 PM on Tuesday, September 26, 2023:** Motion was made by Hildebrand/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

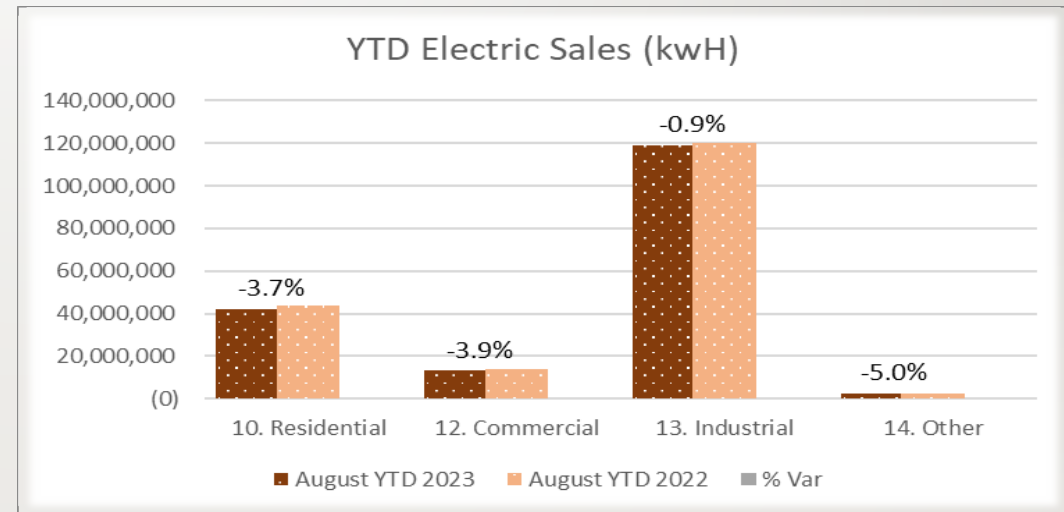
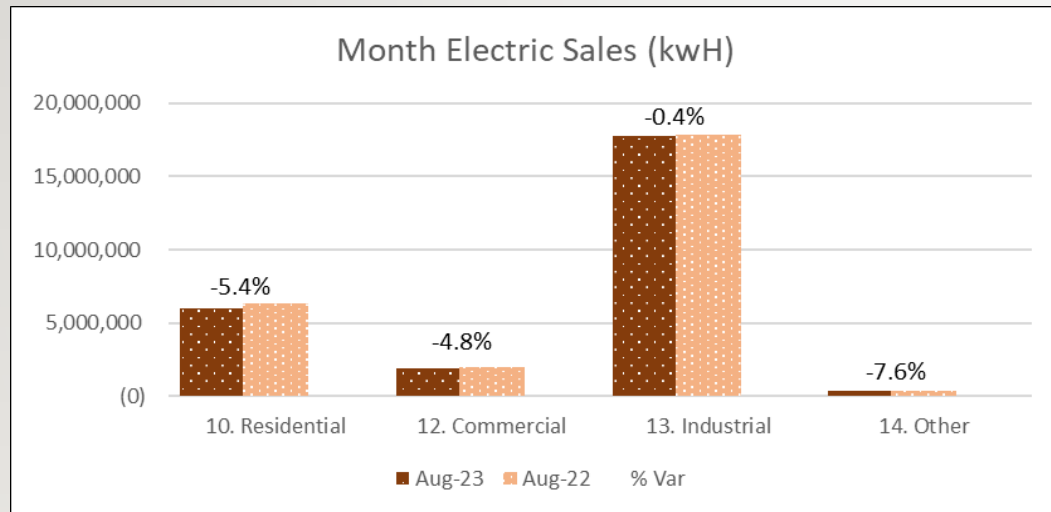


Plymouth Utilities

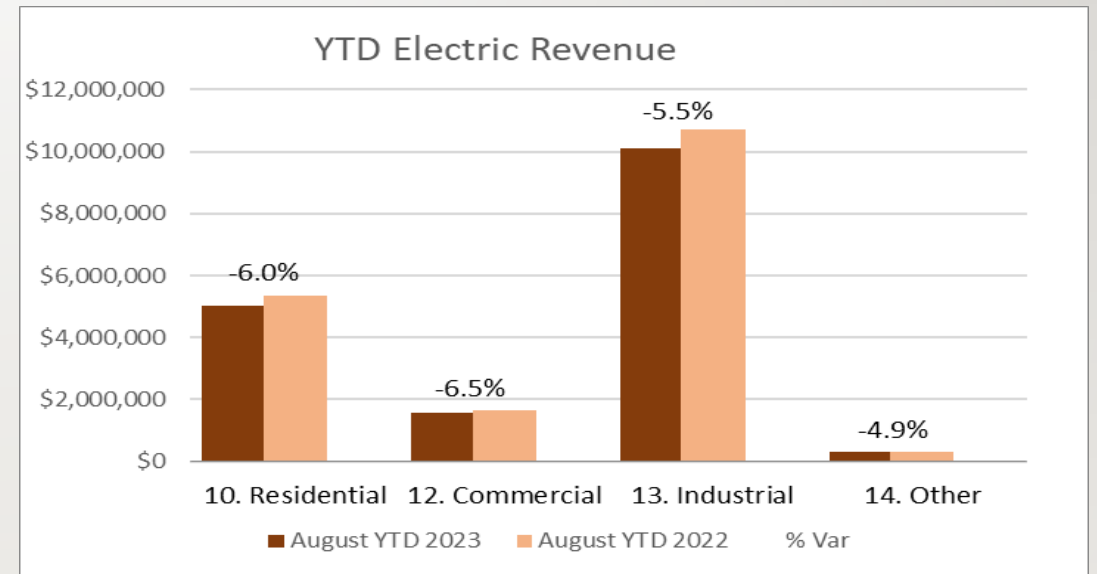
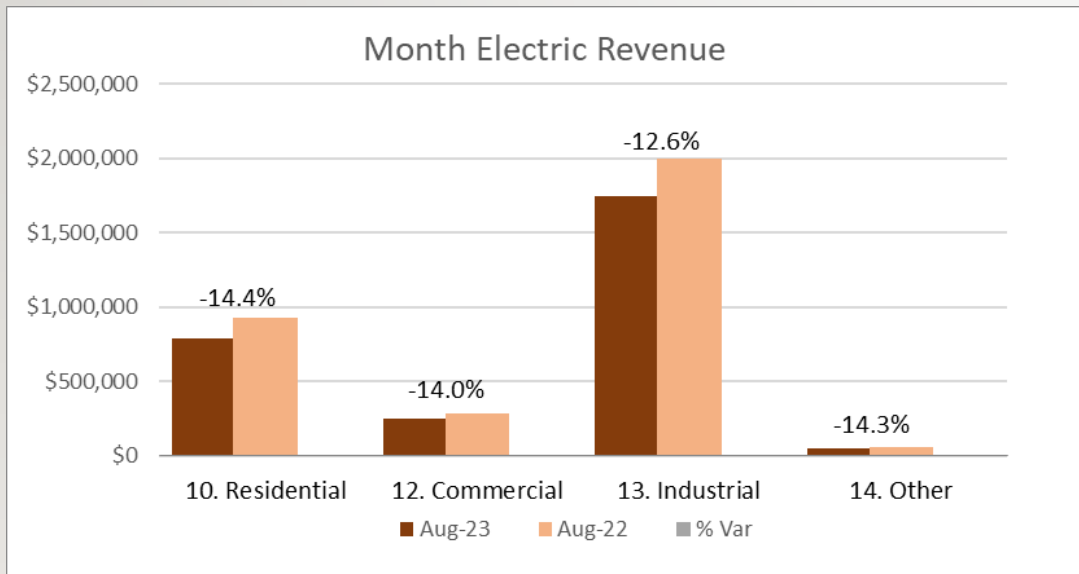
AUGUST 2023

SALES & REVENUE

August 2023 Electric Sales

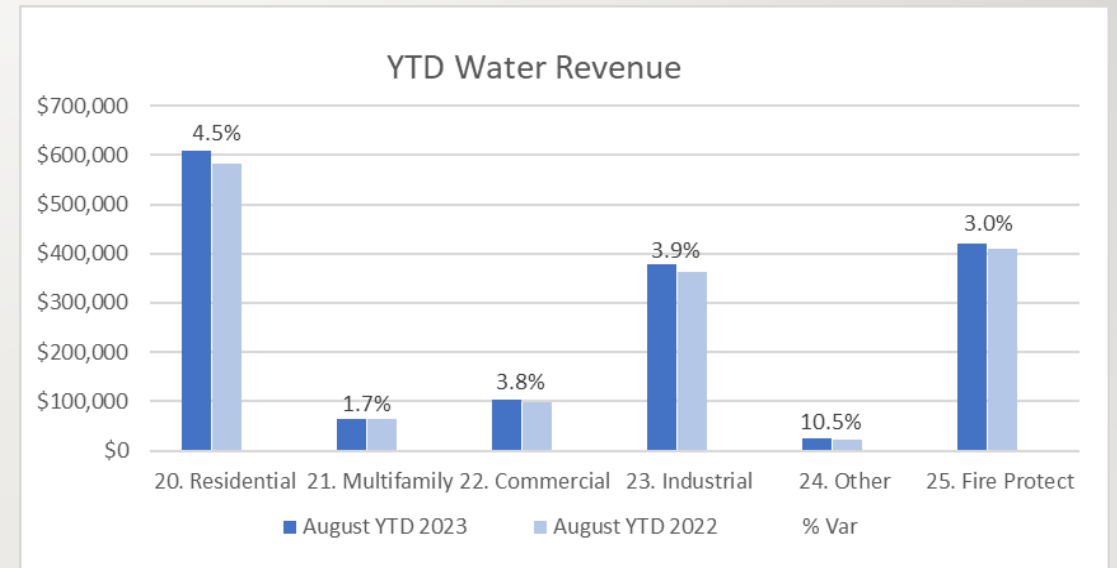
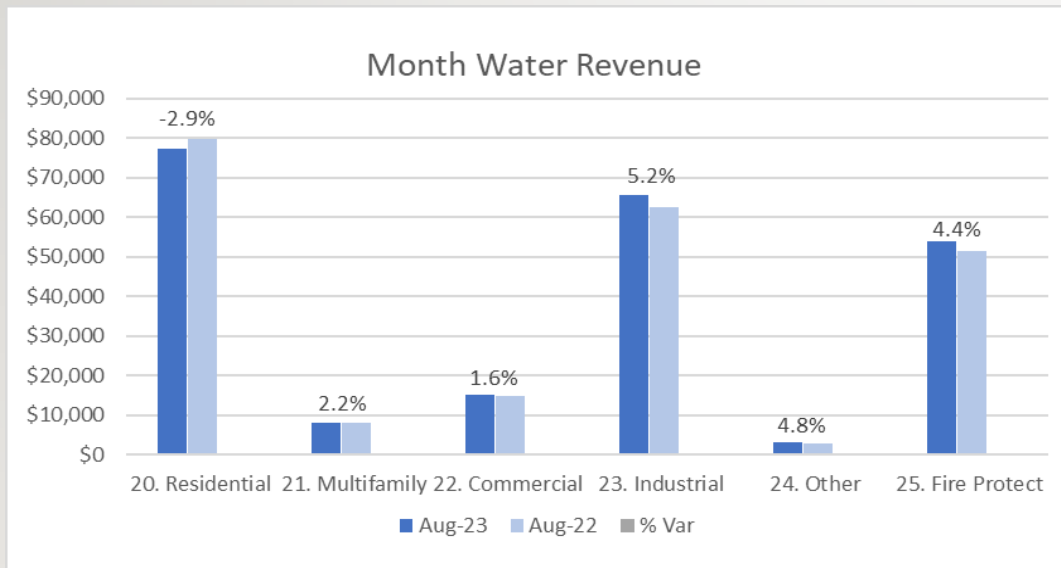


August 2023 Electric Revenue

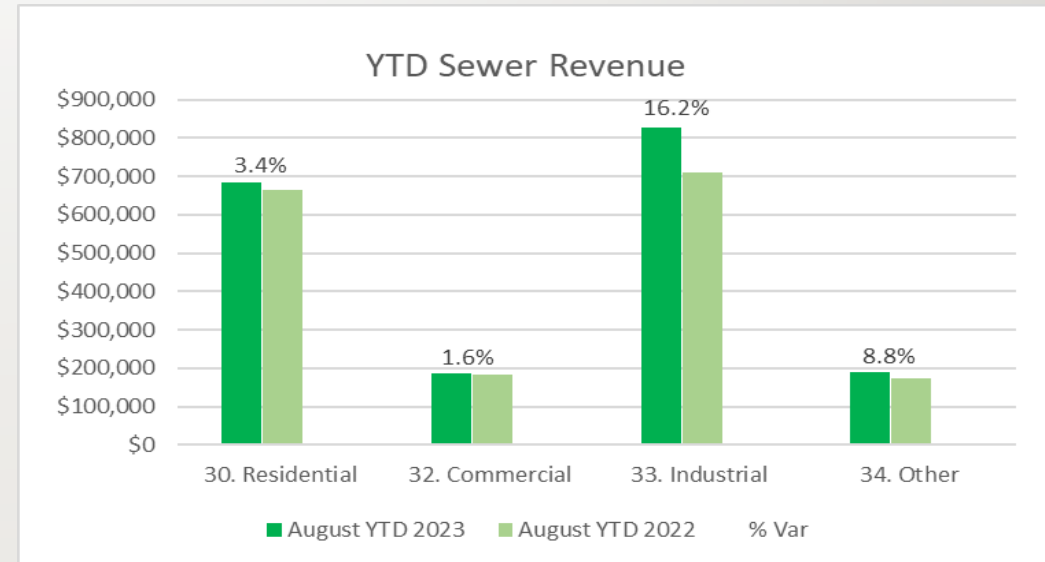
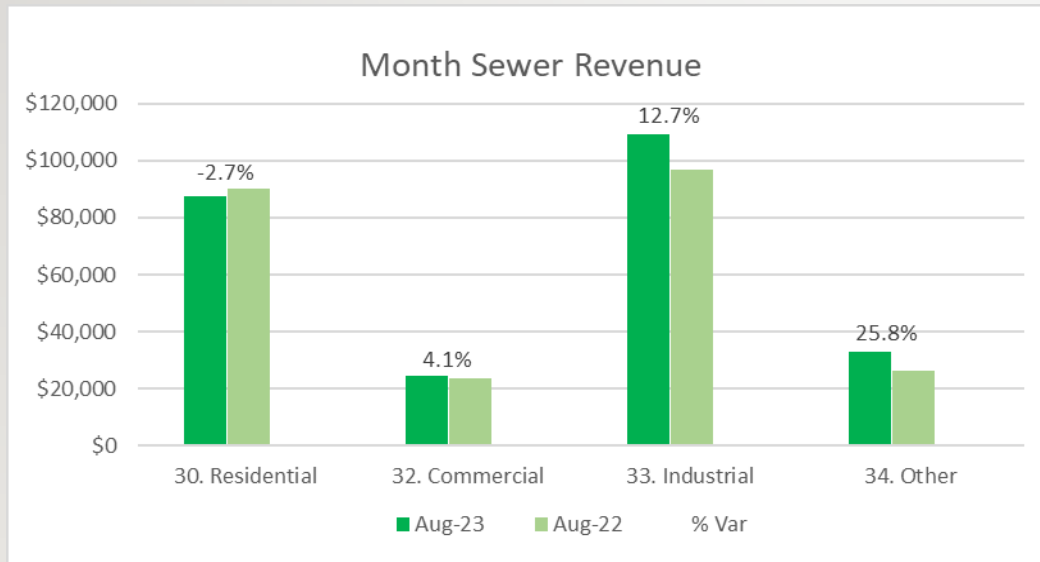


Overall sales down from 2022 as a result of reduced PCAC rates. In turn, Purchase Power expense will be down.

August 2023 Water Revenue

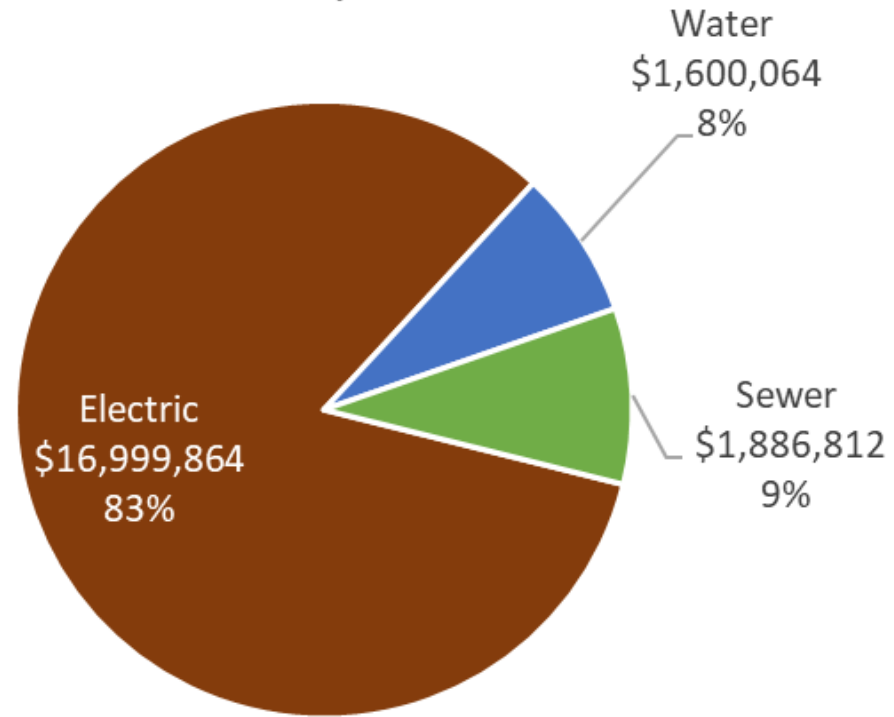


August 2023 Sewer Revenue





2023 Utility Revenue



Report Criteria:

Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Write Off									
09/14/2023									
ACKERMAN, JEAN	16.88.34206.11	Write	1	WRITE-OFF SDC			152.16-	M	Multiple
ANZURES, EMMANUEL	11.88.29235.20	Write	2	WRITE-OFF SDC			56.78-	M	Multiple
BRAUN, TINA	11.87.15282.11	Write	3	WRITE-OFF SDC			181.96-	M	Multiple
FELTES, ALEXANDRIA	17.88.24293.22	Write	4	WRITE-OFF SDC			168.85-	M	Multiple
HIGGINBOTHAM, JAMES	6.88.35431.17	Write	5	WRITE-OFF SDC			131.79-	M	Multiple
HINC, ASHLIE	18.88.63696.04	Write	6	WRITE-OFF IN-HOUSE			27.66-	M	Multiple
JOHNSON, GRANT	32.88.19132.01	Write	7	WRITE-OFF SDC			2,001.17-	M	Multiple
KAHLHAMER, CONOR	14.88.25900.26	Write	8	WRITE-OFF SDC			62.91-	M	Multiple
LICHTE-BURGARD, KRIST	10.88.33720.27	Write	9	WRITE-OFF SDC			389.57-	M	Multiple
NEUENFELDT, JOSHUA	6.88.71150.12	Write	10	WRITE-OFF SDC			565.19-	M	Multiple
PARADISE, STACY	10.88.33736.15	Write	11	WRITE-OFF SDC			143.11-	M	Multiple
RAMMER, BROCK	18.87.11919.08	Write	12	WRITE-OFF SDC			1,043.86-	M	Multiple
SCHWIBINGER, KAYLA	11.88.40400.21	Write	13	WRITE-OFF SDC			401.96-	M	Multiple
SMITH, DAN	6.88.21602.15	Write	14	WRITE-OFF SDC			189.27-	M	Multiple
STOLL, ROBERT	18.87.36513.07	Write	15	WRITE-OFF SDC			504.34-	M	Multiple
WILLIAMS, HUNTER	6.88.71110.20	Write	16	WRITE-OFF SDC			502.77-	M	Multiple
Total 09/14/2023:							<u>6,523.35-</u>		
Total Write Off:							<u>6,523.35-</u>		
Grand Totals:							<u>6,523.35-</u>		



PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
August 7, 2023

Meeting was called to order by J. Van Norwick at 6:33 pm. Present were: S. Britt, M. Kaczowski, J. Van Norwick, A. Matzdorf, P. Norlander, B. McKnight and S. Gloede. Absent were: K. Murray. Also present: Library Director L. Jochman,

There was no public comment or correspondence.

Motion by P. Norlander, second by S. Gloede to approve the minutes of the July 17, 2023 meeting. Motion passed unanimously.

Motion by B. McKnight, second by S. Britt to approve the financial report for July 2023. Motion passed unanimously.

Director L. Jochman reviewed some highlighted items on her monthly report. This included an update on the Summer Reading program, Plymouth Rotary Club Memory Kit grant, tree removal, and more.

Old Business

Director L. Jochman updated the board on the budget for 2024. Depending upon the decision for HVAC maintenance, there might be a slight change for the meeting in September.

The board discussed an update to the flower bed planning. Requesting donations of plants was discussed. A date to plant board member supplied plants was discussed.

Director L. Jochman shared the action items that the library board approved for the Strategic Plan in 2023. She asked them to review them for next month and to let her know if they had any ideas or comments on the action items for 2024.

New Business

Director L. Jochman presented two quotes for HVAC maintenance. The board discussed the desire to stay with one provider for maintenance of the major library systems to make it easier on staff when problems arise. Motion by P. Norlander to approve the contract with Ahern for HVAC maintenance, second by M. Kaczkowski. Motion passed unanimously.

Announcements

There were no announcements.

Motion by S. Britt, second by S. Gloede to adjourn. Motion passed.
Meeting was adjourned at 7:22 pm.

Submitted by, Leslie Jochman
Library Board Secretary

City of Plymouth
128 Smith St. – PO Box 107
Plymouth, WI 53073-0107



Telephone: (920) 893-3741
Facsimile: (920) 893-9590
e-mail: inspectorpete@plymouthgov.com

September 7, 2023

Members present: Chairman Don Pohlman, Carole O'Malley, Jeremy Schellin, Greg Hildebrand, Ron Nicolaus, Randy Schwoerer.

Staff Present; Chief Ryan Pafford, Administrator Tim Blakeslee

The Plan Commission meeting was called to order by Chairman Pohlman at 18:00hrs.

- 1.) Approval of Minutes from July 6, 2023. On the roll all voted aye to approve. (Note: no August meeting)
- 2.) **Extraterritorial Survey Map** seeking approval: Matt Gami property owner seeking to split off 3 acres for a sale. The Town of Plymouth has already approved this division. Motion to approve made by Hildebrand, and seconded by Nicolaus. On the roll all voted yes to approve.
- 3.) **Site Plan Seeking Approval; 1446 S. Pilgrim Road** DBA Ink Works; Dick Daehnert was present representing the Quaisus Construction Company. A second plan had been submitted as the owner has raised the roof to accommodate storage, which wasn't shown on the first submittal. This new proposed addition is being constructed on land that was recently annexed into the city Daehnert confirmed that it has been attached to the existing parcel, thus being one parcel. Nicolaus asked about the building being sprinklered, and Daehnert confirmed that yes it would be fully sprinklered. Storm water management has been completed for this addition. The building exterior will be matching the existing materials. The exit shown with the long stairway is a planned exit to grade. Parking stall numbers were confirmed to meet the City Ordinance requirement. Nicolaus asked Chief Pafford about the adequacy of the proposed Fire truck Access road. Pafford confirmed that it appeared to be compliant. Motion to approve was made by Schellin, and seconded by Nicolaus. On the roll all voted yes to approve.
- 4.) **Ordinance Seeking recommendation to City Council for approval: AN ORDINANCE CREATING SECTION 13-1-140(B)(3) OF THE CITY OF PLYMOUTH, WISCONSIN ZONING CODE REGARDING ACCESSORY STRUCTURES OF 160 SQUARE FEET OR GREATER.** Building Inspector Scheuerman explained to the Commission that this sought change is to address the larger buildings that had been simply placed on grade, or a gravel base were supported by a concrete slab. Scheuerman stated historically that if a vehicle could be stored in the building, it was to be treated as a garage for its support, and impervious floor, as opposed to wood. This ordinance change would codify this requirement for buildings exceeding 160 sq. ft. member Schellin had inquired that if someone felt aggrieved by this ordinance, they could appeal. Scheuerman stated yes, they could. Motion to approve made by Nicolaus, and seconded by Schellin. On the roll all voted yes to approve.
- 5.) **Communication – Letters, E-mails, or reports Related to the Plan Commission.** Member Nicolaus inquired about the availability of a report being generated by Kapur and Associates. Administrator Blakeslee stated it would be forthcoming.

Motion to adjourn made by Schwoerer, and seconded by Nicolaus, at 6:45.

UNOFFICIAL MINUTES

FINANCE & PERSONNEL COMMITTEE OF THE PLYMOUTH COMMON COUNCIL

TUESDAY SEPTEMBER 12, 2023

- 1. Call to order and roll call:** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:30 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. Dave Herrmann, Alder, Diane Gilson, City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works Cathy Austin, Police Chief Ken Ruggles, and Clerk/Deputy Treasurer Anna Voigt.
- 2. Approval of meeting minutes for August 29, 2023 meeting:** Motion was made by Hildebrand/Tauscheck to approve minutes from August 29, 2023. A unanimous aye vote was cast. Motion carried.
- 3. 2024 Budget Work Session – General Fund, Garbage & Recycling Fund, Debt Service Fund, Stormwater Utility Enterprise Fund:** Blakeslee presented the proposed levy, estimated assessed tax rate, wage increase, garbage/recycling fee contract increases and a decrease to the Capital Project Fund contribution. The General Fund, Garbage & Recycling Fund, Debt Service Fund, and Stormwater Utility Enterprise Fund were reviewed highlighting the increase and decrease of various line items.
- 4. Adjournment:** Motion was made by Pohlman/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



APPLICATION FOR STREET USE PERMIT

Date 8/28/2023

1. Applicant/Applicants Name: Wendy Cunto
Address: 1015 Prairie Rd
Plymouth Wi
Phone: 920 838 3568

2. If the proposed street use is to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible heads of such organization: neighbors on prairie rd

3. The name, address and telephone number of the person/persons who will be responsible for conducting the proposed use of the street, if different than above: Wendy Cunto 920 838 3568
1015 Prairie Rd

4. The date and duration of time for which the requested use of the street is proposed to occur: Oct. 1 10³⁰ AM - 6:00 PM

5. An accurate description of that portion of the street proposed to be used: COI de SAC OF NEIGHBORHOOD

6. The approximate number of persons for whom use of the proposed street area is requested: 25-30

7. The proposed use, described in detail, for which the Street Use Permit is requested: PICNIC
Bike parade in Beginning of Day

\$25.00 Fee – Receipt No. 6.004505 Date 9/7/23

Recommendation – Director of Public Works [Signature]

Recommendation – Chief of Police R. Kugler 700

Date of Council approval _____

Email Street Superintendent _____

PETITION FOR STREET USE PERMIT

We, the undersigned residents of the 1000 hundred block of Prairie Rd (Street) in the City of Plymouth, hereby consent to the Block Picnic Gathering use of this street between the hours of 10^{am} and 6^{pm} on Sunday, the 1st day of October 2023, for the purpose of Block Picnic gathering for neighborhood and do hereby consent to the City of Plymouth to grant a Street Use Permit for use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use as the City of Plymouth shall attach to the granting of the requested Street Use Permit. We further understand that the permit will not be granted for longer than twelve (12) hours on the date hereinabove specified, and agree to remove from the street prior to the end of said period all equipment, vehicles and other personal property placed or driven thereon during the event for which a permit is granted.

We designate Wendy Conto / Jeff Tausche as the responsible person or persons who shall apply for an application for a Street Use Permit.

[Handwritten signatures of residents on lined paper]



DATE: September
TO: Finance and Personnel Committee
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Resolution No. 14 – TID #4 Extension

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 and/or grant funding program to encourage housing quality improvements and/or the development of additional affordable housing in the City of Plymouth. The current ad-hoc housing committee will work to put together a recommendation of a program for Common Council consideration. Should the need arise, a portion of the funds could be set-aside for other housing projects at the discretion of council.

Finance Committee: While no formal action was taken, the discussion and consensus from the Finance Committee was to move forward an extension for affordable housing.

Recommendation: Approve Resolution No. 14 – TID #4 Extension.

Tax Incremental District (TID) Affordable Housing Extension Resolution

_____ of _____ TID _____ Resolution _____
(town, village, city) (municipality) (number) (number)

WHEREAS, the _____ of _____ created TID _____ on _____, _____, and
(month) (day) (year) successfully completed implementation of the project plan and sufficient increment was collected or will be collected in _____ from the _____ tax roll to pay off its aggregate project costs; and
(year) (year)

WHEREAS, state law requires termination of a TID after all project costs have been paid, state law (sec. 66.1105(6)(g), Wis. Stats.), does allow extension of a TID up to one year, using the last year of tax increment to improve the _____'s housing stock; and

WHEREAS, at least 75 percent of the final increment must benefit affordable housing with the remaining portion used to improve housing stock; and

THEREFORE BE IT RESOLVED, that the _____ of _____ hereby extends the life of TID _____ for _____ months from the date of this resolution to use the final year's increment collected
(number) in _____ from the _____ tax roll to benefit affordable housing; and
(year) (year)

BE IT FURTHER RESOLVED, the _____ of _____ shall use the final increment to improve housing quality and affordability by *(describe specifically how funds will be used)*: _____

_____ ; and

BE IT FURTHER RESOLVED, the _____ of _____ shall adopt a termination resolution by _____ ; and
(within 12 months of resolution date)

BE IT FURTHER RESOLVED, that the _____ of _____ Clerk shall notify the Wisconsin Department of Revenue by providing a copy of this resolution.

Adopted this _____ day of _____, _____
(day) (month) (year)

Resolution introduced and adoption moved by alderperson _____
(name)

Motion for adoption seconded by alderperson _____
(name)

On roll call motion passed by a vote of _____ ayes to _____ nays
(number) (number)

ATTEST:

Mayor/Head of Government Signature

Clerk Signature

City of Plymouth
128 Smith St. - P.O. Box 107
Plymouth, WI 53073-0107



Telephone: (920) 893-3745
Facsimile: (920) 893-0183
Web Site: plymouthgov.com

DATE: September 20, 2023

TO: Mayor and Common Council

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: Approve Project with Otter Creek Landscaping for parcel 59271813530. Work to be donated by the RDA and WPPI.

Background: The City owns the former Strutz Financial space north of Stayer Jr. Park (parcel 59271813530). The building was in blighted condition, had water damage, and sat in the floodway. At the last council meeting an agreement was approved for concrete curbing around the property to protect it from vehicle damage which has since been completed.

Staff worked with a design consultant to develop a draft concept plan and budget for the space as part of a state grant request early 2023 which was eventually not awarded. The estimate of probable cost for the park as indicated in the concept design was \$55,403.

While the grant was not awarded, the Plymouth Redevelopment Authority (RDA) showed interest in moving forward with a project on the site. The RDA worked on getting quotes from three landscaping firms and reviewed the proposals over their last several meetings. Attached is the RDA recommended landscaping proposal from Otter Creek (Attachment 1). The pocket park area will have plantings, several benches, ground lighting, a small walking path, an area for future artwork, and a picnic table. The total value of the project is \$37,076.65. WPPI agreed donate \$5,000 toward the project and the RDA will cover the remaining costs of \$32,076.65.

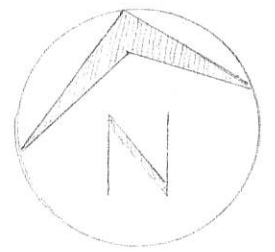
To expend funds, the RDA must act via an approved project plan. The RDA will be creating a project plan for the beatification of parcel 59271813530 at an upcoming meeting. Due to the requirement and timing to schedule a public hearing for a project plan at the RDA and the desire to get the hardscape work completed before winter this year, the Staff is requesting the City initially approve the agreement to allow the project to get started. Any costs incurred by the City will be then be reimbursed by the RDA and WPPI when the project plan is finalized.

Recommendation: Approve project with Otter Creek Landscaping for parcel 59271813530.

Attachments:

1. Landscaping design and cost

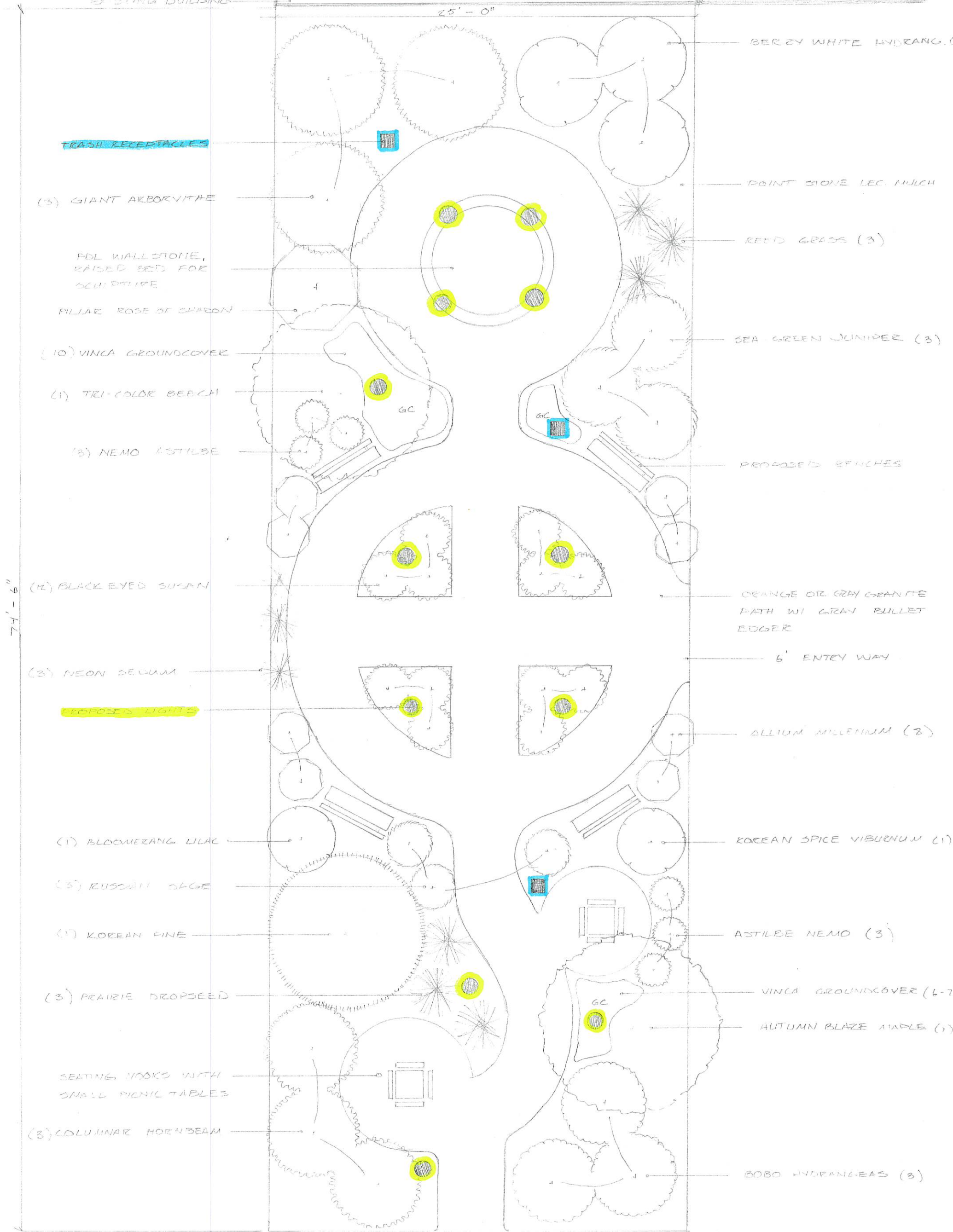
OTTER CREEK LANDSCAPE
 PLYMOUTH PARKING LOT CONCEPT
 SCALE: 3/16" = 1'-0"



REVISED
 9/13/23

EXISTING BUILDING

25'-0"



TRASH RECEPTACLES

(3) GIANT ARBOVITAE

FDL WALLSTONE, RAISED BED FOR SCULPTURE

PILAR ROSE OF SHARON

(10) VINCA GROUNDCOVER

(1) TRI-COLOR BEECH

(3) NEMO ASTILBE

(12) BLACK EYED SUSAN

(3) NEON SELVUM

EDGESCOPES LIGHTS

(1) BLOOMERANG LILAC

(3) RUSSIAN SPICE

(1) KOREAN PINE

(3) PRAIRIE DROPSEED

SEATING NOOKS WITH SMALL PICNIC TABLES

(3) COLUMNAR HORNBEAM

BERRY WHITE HYDRANGEA

POINT STONE LEC MULCH

REED GRASS (3)

SEA-GREEN JUNIPER (3)

PROPOSED BENCHES

ORANGE OR GRAY GRANITE PATH W/ GRAY BULLET EDGER

6' ENTRY WAY

ALLIUM MILLENUM (2)

KOREAN SPICE VIBURNUM (1)

ASTILBE NEMO (3)

VINCA GROUNDCOVER (6-7)

AUTUMN BLAZE MAPLE (1)

BOBO HYDRANGEAS (3)

74'-6"







P.O. BOX 424 · N6625 STATE ROAD 57
 PLYMOUTH, WI 53073
 TEL: 920.893.8700 | FAX: 920.893.5794
 OTTERCREEKLANDSCAPE.COM | WREATHFACTORYONLINE.COM

Quoted to:

City of Plymouth
 128 Smith St., Room 206 P.O.
 Box 107
 Plymouth, WI 53073
 United States

Quotation

Quote Number:
 245299

Quote Date:
 Sep 19, 2023

Good Thru
 10/19/23

Payment Terms
 Net 15 Days

Page:
 1

Description	Amount
OBJECTIVE: Install crushed stone pathway with gray bullet edger, retaining/seat wall, and night lighting. Install proposed plants, topsoil, weed fabric, and point stone decorative mulch. Place proposed benches, tables, and garbage cans.	
. 528 Sq. Ft. Crushed Orange Granite Walkway with Gray Bullet Edger Installed	9,560.32
. Plant Material Installed	9,280.58
. 10 Yards Point Stone Decorative Mulch Installed 1321 Sq. Ft. Weed Fabric Installed	2,509.85 660.96
. 15 Yards Topsoil Installed in Beds	2,519.80
. 40 Face Foot Retaining/Seating Wall Installed	2,826.00
. Design/Consultation	500.00
. Fall/Spring Maintenance Budget	1,599.80
. 6 Kichler 8" Outdoor LED Pathlight, Textured Bronze	1,177.20
2 Kichler 6" Mini Outdoor LED Accent Light, Textured Bronze	359.64
4 Kichler LED Wall Light with Bracket, Textured Bronze	208.16
300 Ft. Low Voltage Night Lighting Wire	168.43
Low Voltage Wire Nuts/Caps	35.98

Thank you for your business. If you wish to pay using a credit card, please include a surcharge of 3% plus tax on the payments.

Subtotal	Continued
Sales Tax	Continued
Total	Continued



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 PLYMOUTH, WI 53073
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Quoted to:

City of Plymouth
 128 Smith St., Room 206 P.O.
 Box 107
 Plymouth, WI 53073
 United States

Quotation

Quote Number:
245299

Quote Date:
Sep 19, 2023

Good Thru
10/19/23

Payment Terms
Net 15 Days

Page:
2

Description	Amount
Sunvie 120W Outdoor Transformer	113.38
Labor to Install Lighting	687.92
2 Hex Recycled Plastic Four-Sided Picnic Tables - Cedar Color	2,987.08
4 Tangkula Outdoor 50" Garden Benches - Cedar Color	633.60
4 Outdoor Commercial Trash Can with Perforated Galvanized Steel Panel - Black	1,247.95

Thank you for your business. If you wish to pay using a credit card, please include a surcharge of 3% plus tax on the payments.

Subtotal	37,076.65
Sales Tax	1,357.97
Total	38,434.62



P.O. BOX 424 • N6625 STATE ROAD 57
 PLYMOUTH, WI 53073
 TEL: 920.893.8700 | FAX: 920.893.5794
 OTTERCREEKLANDSCAPE.COM | WREATHFACTORYONLINE.COM

Proposal

Proposal 245299
Proposal Date: Sep 19, 2023

Proposal Submitted

City of Plymouth
 128 Smith St., Room 206 P.O. Box 107
 Plymouth, WI 53073
 United States

Project Location:

City of Plymouth
 128 Smith St., Room 206 P.O. Box 107
 Plymouth, WI 53073
 United States

Otter Creek hereby proposes to furnish all the materials and perform all the labor for the completion of the above referenced project as follows:

SEE ATTACHED QUOTATION

Total Price: 38,434.62

All labor, equipment and materials shall be furnished to complete those operations as detailed herein in a substantial and workmanlike manner in accordance with the quotation and supplemental conditions of a contract and guarantee attached to this proposal. Payment shall be made as follows:

1/2 down and the balance upon completion.

This proposal may be withdrawn if not accepted within 30 days.

Any alteration or deviation from the above specifications requested by owner, involving extra costs, materials, labor, etc. shall become an extra charge over & above the total price indicated above.

Upon request of Otter Creek, Owner agrees to execute an amendment to this agreement which shall outline the additional costs, materials and labor before Otter Creek completes the work for which those additional costs, materials and labor, etc. are required. Regardless of whether an additional amendment is executed. Owner agrees to pay the additional costs involved for said alteration or deviation. Owner agrees that all work and materials requested which are beyond those included in the proposal shall be paid in full when invoiced.

Respectfully Submitted


 Otter Creek Landscape

9/19/2023
 Date

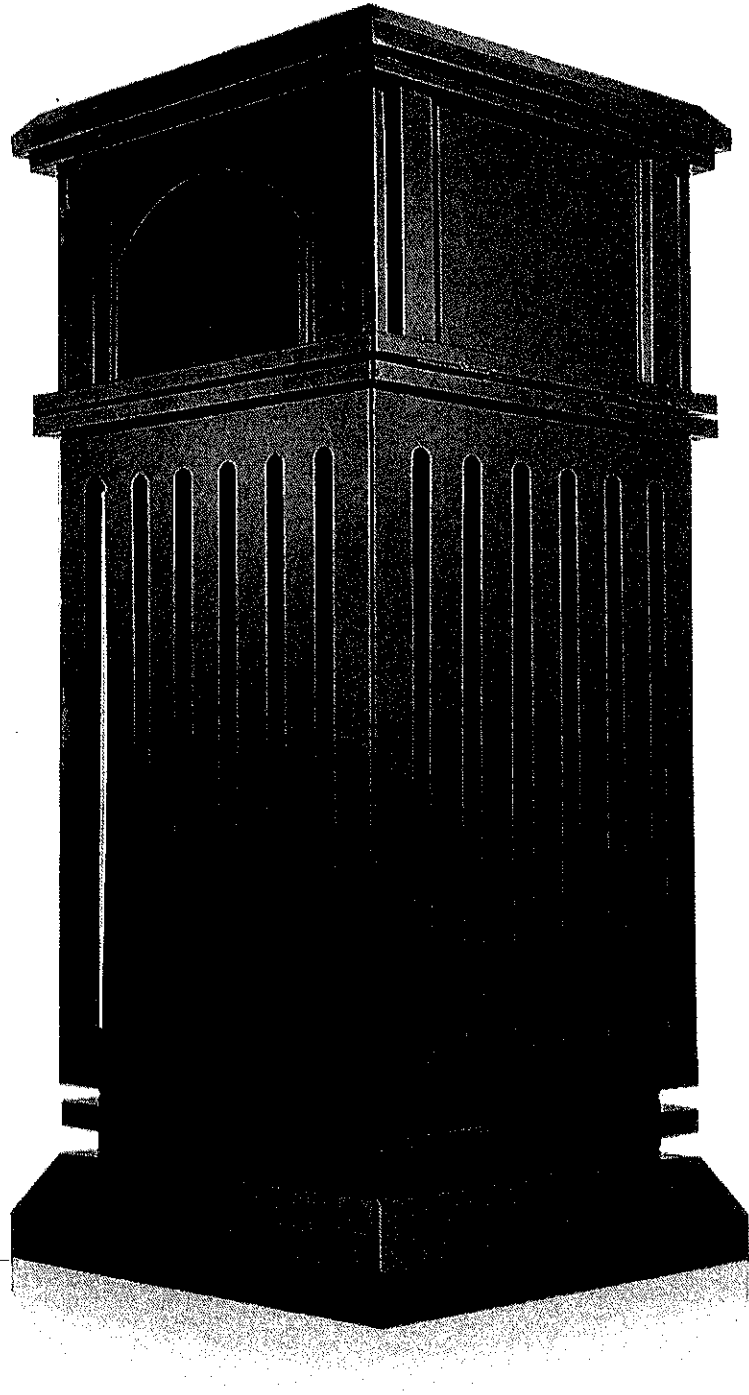
ACCEPTANCE OF PROPOSAL

Signature _____ Date _____

Signature _____ Date _____









DATE: September 22, 2023

TO: Revolving Loan Fund Committee

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: Revolving Loan Fund (RLF) Loan Request from Plymouth Industries.

Background: The City of Plymouth Revolving Loan Fund was recently reestablished by the City of Plymouth in coordination with the Plymouth Redevelopment Authority (RDA). Currently, the new RLF program has a fund balance of approximately \$2.3 Million with \$1.0 million currently available for loans. Outstanding loans are the following: ~\$20,000 from Hub Studio Café, \$500,000 from TID#4 paid back 2024, and \$750,000 from TID#5 paid back by 2028. The new Revolving Loan Fund Program is intended to meet the following objectives:

- To encourage the leveraging of new private investment into the City of Plymouth in the form of fixed asset investment, particularly in land, buildings, and fixed equipment.
- To perpetuate a positive and proactive business climate which encourages the retention and expansion of existing businesses and helps to attract desirable new businesses.
- To implement the City of Plymouth's comprehensive plan goals and objectives.
- To maintain and promote a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations.
- To encourage the development and redevelopment of the historic downtown district.
- To promote new housing and commercial/industrial development and redevelopment for purposes of blight elimination and prevention as contemplated under Wis. Stat. § 66.1333.

Request: Plymouth Industries submitted a loan application for a business expansion project that was reviewed in detail by the RLF Committee in early September. Request Summary:

1. Total Project Cost: \$2,668,355.71
2. RLF Request: \$500,000 (18% of project funding)
3. Private Bank Financing: \$1,000,000
4. Company/Investor Financing: \$1,168,355.74

RLF Committee Recommendation: The RLF Committee has recommended the following terms by unanimous vote (Full term sheet attached):

- 10-year loan with balloon payment in year 10
- 20-year amortization schedule
- Year 1-3 Interest rate at 2.85
- Year 4 Interest rate at 3.1
- Year 5 Interest rate at 3.6
- Years 6-10 Interest Rate increase 1 per year (Capped at 2 points over prime).
- Year 10 Balloon Payment
- Personal Guarantee - Required
- Collateral – Business Assets

Recommendation: Approve the Term Sheet as presented. Pending approval of the project, Attorney Fieber would prepare the needed documents for the loan between the Plymouth Redevelopment Authority and Plymouth Industries.

Attachments:

1. Term Sheet
2. Cover Letter and Loan Application

Plymouth Industries Revolving Loan Request – Term Sheet

The Project: Plymouth Industries submitted a loan application to the Revolving Loan Committee for a business expansion project. The project includes a 15,000 sq ft addition and the associated equipment additions.

Request Sources of Funding:

- Total Project Cost: \$2,668,355.71
- RLF Request: \$500,000 (18% of project funding)
- Private Bank Financing: \$1,000,000
- Company/Investor Financing: \$1,168,355.74

Request Uses of Funding

- Equipment Additions: \$1,300,975.21
- Building Addition: \$1,369,360.00

The RLF Committee has recommended the following by unanimous vote:

- Name of Borrower: Plymouth Industries, Inc
- RLF loan: \$500,000
- Interest Rate: Variable
 - Year 1-3 Interest rate at 2.85 (Rate half of Plymouth Industries construction loan).
 - Year 4 Interest rate at 3.1
 - Year 5 Interest rate at 3.6
 - Years 6-10 Interest Rate increase 1 per year (Capped at 2 points over prime – Wall Street Journal).
- Term:
 - 10-year loan with balloon payment in year 10.
 - 20-year amortization schedule
 - Interest and principal is to be paid monthly over the balance of the term
 - No prepayment penalty.
- Collateral:
 - Personal and Corporate Guaranties
 - John R Knowles
 - John J Knowles
 - Michael Knowles
 - Subordinate general business security interest to Summit Credit Union on all business assets pursuant to a General Business Security Agreement
- Conditions: RLF Manual Conditions



Mayor Donald Pohlman
Revolving Loan Committee
c/o City Hall
PO Box 107
128 Smith Street
Plymouth, Wisconsin 53073

April 10, 2023

Re: Development Fund Re-Established
The Review March 17, 2023

Dear Mayor Pohlman and Revolving Loan Committee,

Please find our enclosed application for a loan from the Revolving Loan Fund. We have taken on yet another expansion project involving a significant investment in our plant in the city of Plymouth, which in turn is an investment in our local work force.

With the rising interest rates, high inflation and supply chain issues, we are concerned that these factors could have a significant impact. The lower interest rates on this loan gives us some relief to help us retain the employees we already added, as well as continue to fund our growth going forward.

We are committed to the Plymouth area and appreciate being the recipient from this fund in the past. Your trust in us has been instrumental in surviving some of our tough first years.

We feel this new loan is important to help us invest in equipment and expanded facilities that will keep us growing in a constantly changing market.

Thank you for your consideration on our behalf. Please keep our financial data as confidential as possible. Thank you.

Sincerely,

Plymouth Industries, Inc.

John R. Knowles
CEO

John J. Knowles
President

Michael Knowles
Vice President

CITY OF PLYMOUTH REVOLVING LOAN FUND APPLICATION

Name of Industry/Business PLYMOUTH INDUSTRIES, INC
Address 1919 COUNTY ROAD C PLYMOUTH WISCONSIN 53073
Telephone No. 920-892-2223
Contact Person. JOHN R KNOWLES Telephone No. 920-918-5000

Name and addresses of all company owners or corporate officers. Use additional sheet, if necessary.

JOHN R KNOWLES 1245 EAST STREET ELKHART LAKE WI 53020
JOHN J KNOWLES W6276 HILL + DALE ROAD PLYMOUTH, WI 53074
MICHAEL J KNOWLES 1233 GREYSTONE DRIVE PLYMOUTH, WI 53073

Project Name: 2022 - 2023 ADDITION

Description of total project. Use additional sheets if necessary.

75' x 200' 15000 SQFT ADDITION ON WEST SIDE
BUILDING COST 1,369,360.00
MACHINERY COST 1,300,995.71

Cost:	A. Total Cost	<u>3,668,355.71</u>
	B. Amount of requested Revolving Fund	<u>500,000.00</u>
	C. Amount of private financing	<u>1,000,000.00</u>
	D. Amount of cost from company or investors	<u>1,168,355.71</u>

Source of private funding SUMMIT CREDIT UNION (COMMENCE STATE BANK)
(Attach copy of letter of commitment)

Terms of private funding (SEE ATTACHED)

Project commencement date AUGUST 22, 2022

Project completion date JUNE 2023

Estimated number of new jobs to be created and basis for each estimate 45

Schedule for new job creations 25 JOBS ALREADY ADDED - 2022
10 JOBS 2023
10 JOBS 2024

Public Record Notice to the Applicant: This application should be considered a Public Record open for inspection by the Public except for the confidential financial data which may be submitted.

The following financial data must be submitted by the applicant for consideration by the City. When such information is submitted, please indicate whether such information is confidential and may negatively affect the applicant if open to the public. Where confidentiality is claimed, such data shall not be considered public information without the written consent of the applicant.

1. Tax records and financial statements for prior 3 years.
2. Financial projections or pro-forma operating statements for a minimum of 3 years.
3. Bank references.
4. Name and address of accountant and other business advisors, if any.
5. Most recent balance sheet & income statement as requested.

Failure to provide any requested financial data may result in rejection of application by the City.

City of Plymouth
128 Smith St. - P.O. Box 107
Plymouth, WI 53073-0107



Telephone: (920) 893-3745
Facsimile: (920) 893-0183
Web Site: plymouthgov.com

DATE: September 22, 2023
TO: Mayor and Common Council,
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Appointment of Megan Hummitzch to the Library Board

Background:

In August, the Council approved Kathy Murray to the open citizen position on the Library Board. This opened the School District Representative seat on the on the Library Board. The School District Superintendent has appointed Megan Hummitzch to that open position. The Common Council must approve the appointment.

Recommendation: Move to appoint Megan Hummitzch to the Library Board as the School District Representative.