

CITY OF PLYMOUTH
Revolving Loan Committee Meeting
8:30 AM, Tuesday, May 15, 2025
Room 210, City Hall, 128 Smith St., Plymouth, WI

AGENDA

1. Call to order and roll call
2. Approve October 10, 2023 Meeting Minutes
3. Discussion and Possible Action on RLF Application from Precision Floors and Decor.
4. Adjournment

Members Present:

____ Donald Pohlman
____ Donna Hahn
____ Diane Gilson
____ Terry Abler
____ Mel Blanke
____ Gary Kramer
____ Scott Flood

Staff:

____ Tim Blakeslee
____ Anna Voigt

Other:

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
Revolving Loan Committee Meeting
Tuesday, October 10, 2023

MEETING MINUTES

1. **Call to order and roll call:** Chairperson Abler called the meeting to order at 9 AM. Members present were Mayor Don Pohlman, Diane Gilson, Donna Hahn, Mel Blanke, Terry Abler and Scott Flood. Also present were City Administrator/Utilities Manager Tim Blakeslee, Clerk Anna Voigt, and Finance Director Chris Russo. Terri Hollister from Klips and Tips was also present.

2. **Approve September 5, 2023 Meeting Minutes:** Pohlman/Blancke made a motion to approve the minutes from September 5. A unanimous aye vote was cast. Motion carried.

3. **Discussion and Possible Action on RLF Application from Klips and Tips:** City Administrator/Utilities Manager Blakeslee explained Terri Hollister submitted a loan application in September 2023 for Klips and Tips a beauty salon which purchased a new location on Eastern Ave. and completed renovation to the building. The total project cost is \$433,534.33, the request of the loan is \$93,674.33 about 21% of the project. The loan term is a 5-year loan with a balloon payment in year 5. Owner of Klips and Tips Hollister presented her project and remodeling for the building she purchased in June of 2023. She was renting out an area in the downtown and decided to look for a building to purchase. After finding and purchasing a building on Eastern Ave. she started remodeling. The building has a new roof, gutters, HVAC, and has been painted. She installed a new ventilation system and dehumidifiers. She has all six chairs rented out and has all office space in the basement rented out, except one. Which is currently being remodeled. Various members asked Hollister questions comparing the revenues and expenses of the new and old space. Motion was made by Blanke/Flood to recommend Council approve the RLF of \$94,000 to Klips and Tips. A unanimous aye vote was cast. Motion carried.

4. **Adjournment:** Motion was made by Hahn/Gilson to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



DATE: April 29, 2025

TO: Revolving Loan Fund Committee

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: Revolving Loan Fund (RLF) Loan Request from Precision Floors and Decor (at 24 S Highland Ave)

Background: The City of Plymouth Revolving Loan Fund (RLF) was recently reestablished by the City in coordination with the Plymouth Redevelopment Authority (RDA). The new RLF program currently has a fund balance of approximately \$2.46 million, with \$1.24 million available for loans. Outstanding loans include the following: approximately \$10,322 from Hub Studio Café (original loan \$50,000); \$471,564 from Plymouth Industries (original loan \$500,000); \$75,685 from Klips and Tips (original loan \$93,674); and \$660,000 from TID#5 (original loan \$750,000), to be repaid by 2028.

- 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: Precision Floors and Décor submitted a loan application in March 2025 for a building expansion project at 24 S Highland Ave. The proposed project includes the development of a training center to help grow, retain, and recruit employees. An estimated 5–10 jobs are expected to be created. The cover letter and application are attached (Attachment 1). Additional financial documents will be distributed at the meeting.

Summary:

1. Total Project Cost: \$700,000
2. RLF Request: \$350,000 (50% of project funding)
3. Private Bank Financing: \$0
4. Company/Investor Financing: \$350,000

Sample Terms: (subject to RLF Committee discussion and modification):

- **Name of Borrower:** Precision Floors and Décor
- **RLF Loan Amount:** \$350,000
- **Interest Rate:** Variable

Continues on next page

- Years 1–3: 2.85% (current mortgage rate: 4.25%)
- Year 4: 3.1% (capped at 2 points over WSJ prime)
- Year 5: 3.6% (capped at 2 points over WSJ prime)
- Years 6–10: increases 1% per year (capped at 2 points over WSJ prime)
- **Term:**
 - 10-year loan with a balloon payment in year 10
 - 20-year amortization schedule
 - Monthly payments of principal and interest
 - No prepayment penalty

Collateral:

- Personal guarantee from Brian Zurn
- Subordinate general business security interest to Waldo State Bank on all business assets pursuant to a General Business Security Agreement
- Second-position mortgage to Waldo State Bank on the property at 24 S Highland Ave
- Subject to Plan Commission site plan approval
- Construction must begin within 12 months of loan issuance

Conditions:

All standard RLF Manual conditions apply.

Recommendation: Discussion and potential recommendation on Revolving Loan Fund (RLF) Loan request from Plymouth Industries to the Common Council.

Attachments:

1. Cover Letter and Loan Application
2. Financial Documents (Distributed at the Meeting)



03/21/2025

Good afternoon,

I am writing today to share Precision Floors & Décor's plan for the addition in which we have asked for funding assistance from the city. We have completed the application for funding and are awaiting a decision.

We plan to expand our current warehouse to allow for more stock materials and a space to be utilized as a training center. By adding this training center, we hope to recruit, train and retain employees interested in the installation field.

Currently, Precision Floors & Décor is scheduling tile installations into late May and June. The goal is to be able to offer tile installation with a quicker turn around time. Most people are excited to begin their project and the extended time between sale and installation can often seem like an eternity and a slight let down.

If you have any questions, please do not hesitate to reach out.

Thank you,

Tammy Stephany

Tammy Stephany

Accountant

Precision Floors & Décor

920-400-1123



Wisconsin's Heartland . . . On the Grow

REVOLVING LOAN FUND APPLICATION

SECTION I-APPLICANT INFORMATION

Legal Entity: <input type="checkbox"/> C Corp <input checked="" type="checkbox"/> S Corp <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Nonprofit (Attach copies of IRS documents showing acceptance of Federal Tax Exempt Status)	
Legal Name (as it appears on W-9 or IRS filings for non-profit): <i>Precision Floors & Decor</i>	
Trade Name:	
Mailing Address: <i>24 S Highland Ave</i>	
City, State, Zip: <i>Plymouth WI 53073</i>	
FEIN: <i>46-1829945</i> (Federal Employee Identification Number - Tax ID or Social Sec. #)	State of Organization (Per Articles of Incorporation/Organization): <i>WI</i>
Date Established: <i>1997</i>	
Foreign Owned: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes: Country:	Percent of Ownership: %
Fiscal Year End Date (MM/DD): <i>12/31</i>	Primary Product or Service: <i>Interior Finishes</i>
Website URL: <i>precisionllc.com</i>	Phone (Head of Organization): <i>920-400-1123</i>
Head of Organization: <i>Brian Zurn</i>	Title: <i>Owner/President</i>
Email: <i>tammy@precisionfloordecor.com</i>	<i>Tammy Stephany, Accountant</i>
Check box if W-9 is attached to the application <input checked="" type="checkbox"/>	
Check Marital Status: Married <input checked="" type="checkbox"/> Unmarried <input type="checkbox"/>	If Married, Spouse Name: <i>Crystal Zurn</i>

CONTACTS

Application Project Contact: <i>Tammy Stephany</i>	Title: <i>Accountant</i>
Email: <i>tammy@precisionfloordecor.com</i>	Company: <i>Precision Floors & Decor</i>
Phone: <i>920-400-1123</i>	Mailing Address: <i>24 S Highland Ave</i>
City, State, Zip: <i>Plymouth WI 53073</i>	
Company Financial Contact: <i>Tammy Stephany</i>	Title: <i>Accountant</i>
Email: <i>tammy@precisionfloordecor.com</i>	Company: <i>Precision Floors & Decor</i>
Phone: <i>920-400-1123</i>	Mailing Address: <i>24 S Highland Ave</i>
City, State, Zip: <i>Plymouth WI 53073</i>	

DEMOGRAPHICS (Please check all that apply)

Is the business/organization -	
Minority Business Enterprise:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Woman Business Enterprise:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Veteran Business Enterprise:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Service-Disabled Veteran-Owned Business Enterprise:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION II-EMPLOYMENT

CURRENT EMPLOYMENT

(Sheboygan County will confirm employment based on payroll data. You are required to provide payroll with application.)

Total Company Employment: <u>21</u>	Total County Employment:
Total Company Full Time Employment: <u>19</u>	
Number of hours annually considered full time employment and eligible for benefits: <u>1664</u>	
Number of hours average full time employee works: <u>35-37</u>	
Enter the physical address of each Wisconsin facility of the Applicant Entity and related entities, as well as any other entities housed at the project site(s). Include number of full-time employees (i.e., persons employed directly by the company, not a temp agency).	
Address(Street, City, Zip): If the employee works remotely, please list the address of payroll site	Project Location: Number of Full Time Employees:
<u>24 S Highland Ave Plymouth</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>14</u>
<u>4716 Expo Dr Manitowoc</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>5</u>
Employment data as of: <u>2/25/25</u>	

SECTION III - BENEFIT INFORMATION

Employer-Sponsored Health Insurance Provided to Employees:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Family
Percent of Health Insurance Premium Paid by Company:	<u>100</u> %
Other Benefits Provided to the Majority of the Workforce: <u>Dental, Vision, Long term Disability</u>	
Will new employees be provided with substantially the same benefits as described above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please explain:	
If health care benefits are not being provided, explain other health care options available to employees:	

SECTION IV - OWNERSHIP INFORMATION

OWNERSHIP BREAKDOWN

(Complete the ownership breakdown table, listing all individuals who own 20% or more of the company)

Full Legal Name (first, middle if applicable, last):	Date of Birth (mm/yyyy):	Email Address:	Ownership %
1. <u>Brain R Zum</u>	<u>12-05-1977</u>	<u>brain@precisionfloordecor.com</u>	<u>100</u> %
2.			%
3.			%
4.			%
5.			%
All Others:			%
Total:			100%
Notes:			

A separate email will be sent to each individual with 20% or more ownership interest in an applicant company.

SECTION V - INFORMATION ON LEGAL PROCEEDINGS

Has the applicant been involved in a lawsuit in the last 5 years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the applicant been involved in a bankruptcy or insolvency proceeding in the last 10 years, or are any such proceedings pending?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the applicant been charged with a crime, ordered to pay or otherwise comply with civil penalties imposed, or been the subject of a criminal or civil investigation in the last 5 years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the applicant have any outstanding tax liens?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please attach a detailed explanation of any YES responses.	

PROJECT INFORMATION

Project Location: ☒ City ☐ Town ☐ Village of: Plymouth

Project Street Address: 245 Highland Ave

Project Start Date: 6/2025

Project End Date: 11/2025

☒ Detailed Project Description:

Add on to our current Warehouse, creating a training center to grow, retain, recruit new employees - especially installers.

RLF Funding: \$ 350,000

Jobs to be created:

5-10

Non RLF Funding: \$ 350,000

Jobs to be retained:

All

Project Cost: \$ 700,000

Total Employment:

32-Guess

SOURCES AND USES OF FUNDS

Uses	Bank	Other	RLF	Total
<u>Addition Downpayment</u>	<u>350,000</u>	<u>CASH</u>		<u>350,000</u>
			<u>350,000</u>	
TOTAL			<u>350,000</u>	<u>350,000</u>

COLLATERAL	Present Market Value	Balance
Land & Building	\$ <u>797,000.00</u>	\$ <u>328,400.00</u>
Machinery and Equipment	\$ <u>100,000.00</u>	\$ <u>0</u>
Accounts Receivable	\$ <u>125,000.00</u>	\$ <u>125,000.00</u>
Other:	\$	\$
Other:	\$	\$
Total:	\$	\$

INDEBTEDNESS

To Whom Payable	Present balance	Int Rate	Maturity Date	Payment	Security
<u>Waldo State Bank</u>	<u>326,580.25</u>	<u>4.25%</u>	<u>4/2026</u>	<u>\$3074</u>	
				\$	
				\$	
				\$	

Amounts should correspond with the most recent interim financial statement. *will renew @ Current interest rate 8

Attachment I



EASTERN AVENUE

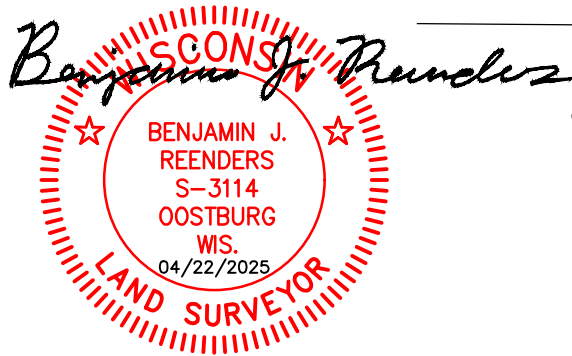
PLAT OF SURVEY

FOR: KSI Construction
Lot 1, Assessment Plat No. 2 Of the City Of Plymouth, Located In the
NE 1/4 Of the NE 1/4, Section 27, T15N, R21E, City of Plymouth,
Sheboygan County, Wisconsin.

BENCHMARK
FLAG BOLT ON
HYDRANT
EL. = 879.48

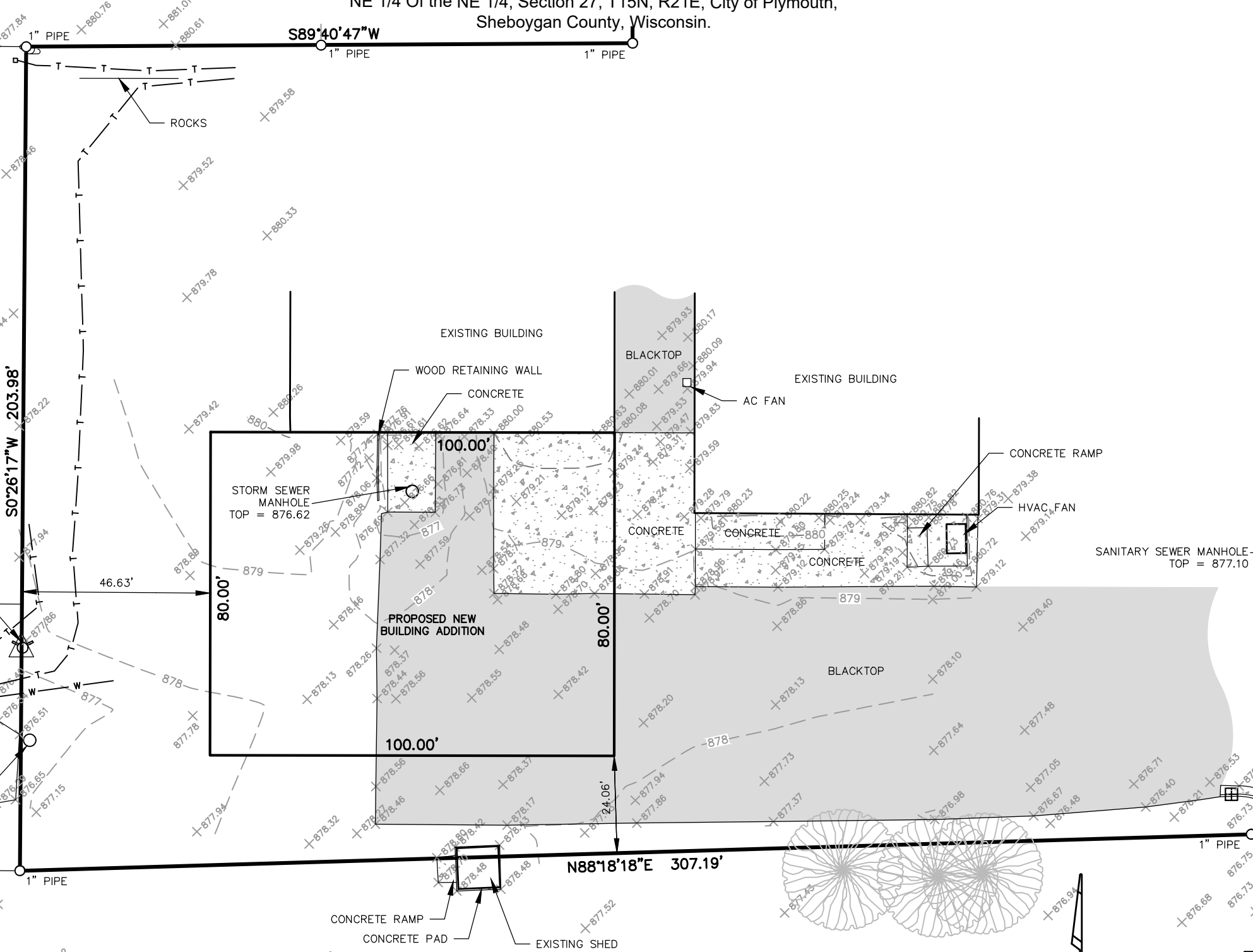
ROBERTS PLACE
(66' WIDE R.O.W.)

SANITARY SEWER MANHOLE
TOP = 876.86



- NOTES:
1. UTILITY STRUCTURES VISIBLE ON THE GROUND SURFACE HAVE BEEN SHOWN PER ACTUAL MEASUREMENTS. UNDERGROUND UTILITY LINES HAVE BEEN SHOWN PER AVAILABLE RECORDS AND MARKINGS BY DIGGERS HOTLINE AND SHOULD NOT BE INTERPRETED AS THE EXACT LOCATION NOR THE ONLY UTILITIES IN THIS AREA.
 2. PARCEL MAY BE SUBJECT TO EASEMENTS AND RIGHTS NOT SHOWN THAT A COMPLETE TITLE SEARCH MAY DISCLOSE.
 3. COORDINATES ARE BASED ON SHEBOYGAN COUNTY COORDINATE SYSTEM.
 4. ELEVATIONS ARE NAVD88(GEOID12B).

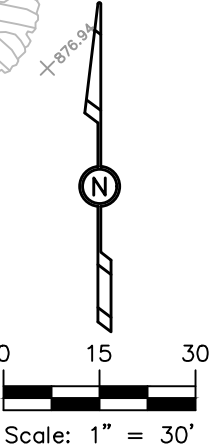
I Benjamin J. Reenders do hereby certify that
this survey is correct to the best of my
knowledge and belief.



S 0°07'32"E
S HIGHLAND AVENUE
(66' WIDE R.O.W.)

LEGEND

- = Iron Stake Found
- ⊙ = Power Pole
- ⊗ = Sanitary Manhole
- ⊞ = Catch Basin
- ⊕ = Hydrant
- w— = Water Line
- T— = Telecom Line

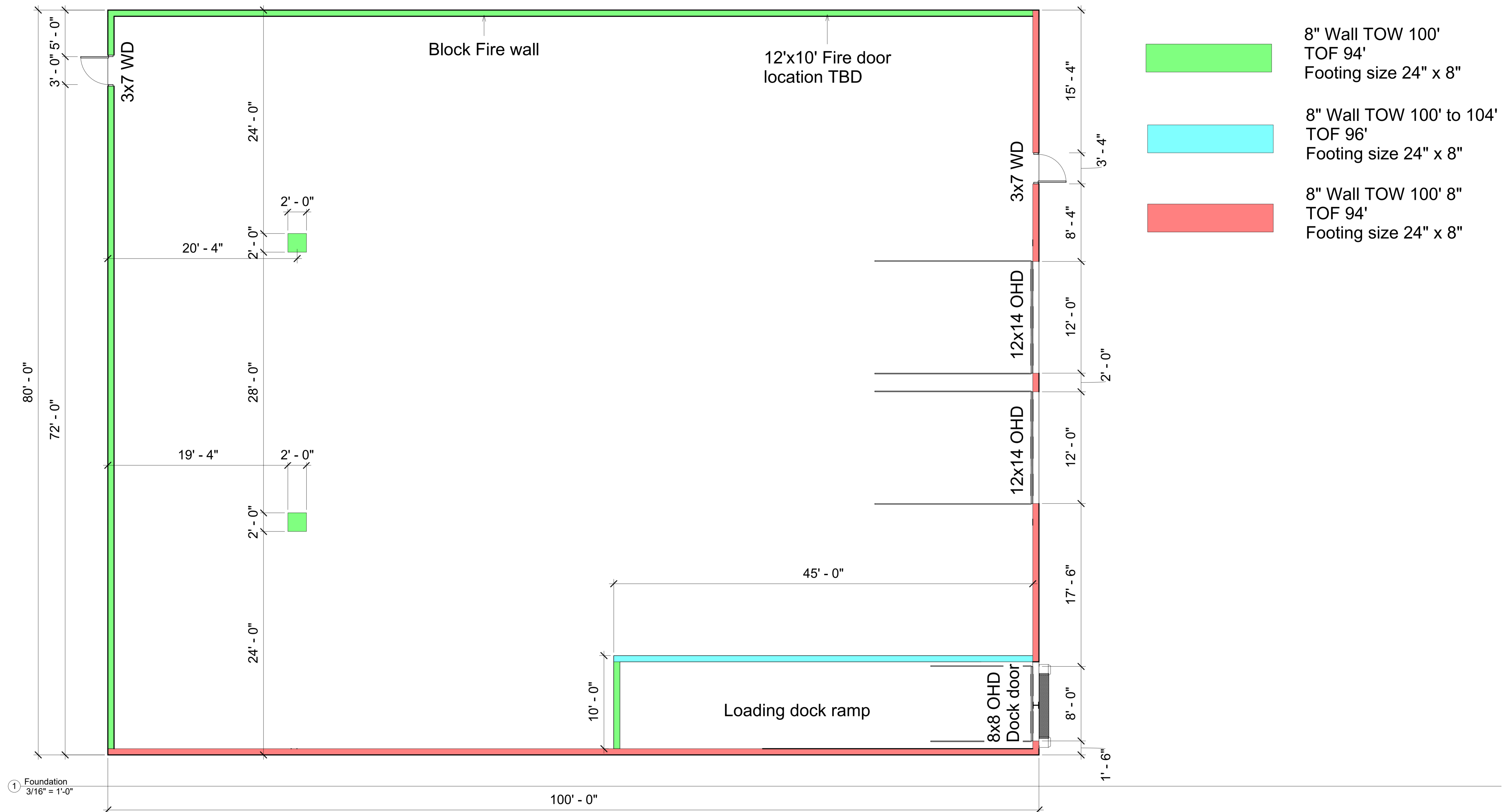


100 South 10th Street
Oostburg, WI 53070
920-547-0599

CEDAR CREEK SURVEYING, LLC
ENGINEERS • SURVEYORS • DRAFTERS
www.cedarcreeksurveying.com

FILE No.: 2025064S DATE: 04/22/2025 PAGE: 1 OF 1

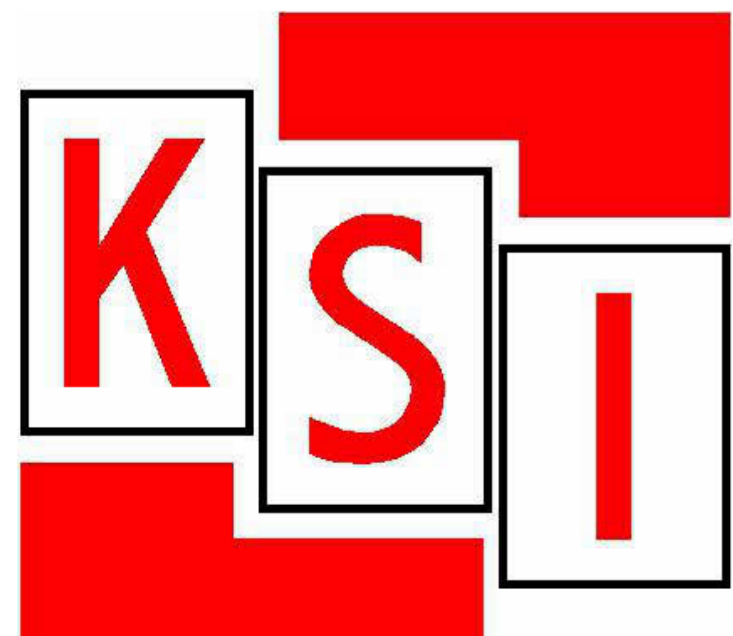
Existing building



8" Wall TOW 100'
TOF 94'
Footing size 24" x 8"

8" Wall TOW 100' to 104'
TOF 96'
Footing size 24" x 8"

8" Wall TOW 100' 8"
TOF 94'
Footing size 24" x 8"



Notes:

N6111 County Road OJ
Plymouth, WI 53073
800-472-6422

www.ksiconstruction.com

[illegible]

For Bidding Only

Client:

Precision Floors

Project Description:

Building Addition

Enter address here

Drawing Description:

Foundation

Revision No.

Date _____

Drawn By

Drawing No.

A102

Scale at ANSI Standard D

Page 12 of 24 $3/16" = 1'-0"$

