

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, JUNE 13, 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, May 30, 2023**
 - B. Approve City and Utility Reports:**
 - I. List of City & Utility Vouchers dated 5/1/23 – 5/31/23**
 - C. Minutes acknowledged for filing – Police and Fire Commission: May 16 – Library Board: May 1**
 - D. Building Report for April 2023 – 52 permits at \$8,526,947.00**
 - E. Approve Temporary Class “B” Alcohol License for Generations – Summer Concert Series, to be held at 1500 Douglas Dr. on June 20, July 18, August 15, and September 19 from 5 PM – 8 PM. Underage persons are requested to be on the premise.**
 - F. Approve Temporary “Class B” and Class “B” Alcohol License for Generation – Paul Todd at Twilight, to be held at 1500 Douglas Dr. on August 5 from 4 PM – 10 PM. Underage persons are requested to be on the premise.**
 - G. Approve Temporary Class “B” Alcohol License for Plymouth Municipal Band – German Night in City Park, to be held at City Park 203 Suhrke Rd. on July 27 from 4 PM – 11 PM. Underage persons are requested to be on the premise.**
 - H. Approve Temporary Change of Premise for 52 Stafford to include the parking lot owned by the American Legion on June 24, 2023**
 - I. Approve list July 1, 2023 to June 30, 2024 Alcohol Beverage License Applications: Approved by Police Department and Clerk’s Office.**
- 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. Oath of Office and Pinning Ceremony for Officer Justine Welsch**
- 7. Oath of Office and Pinning Ceremony for Lieutenant Christopher Sondalle**

8. **Resolution:**
 - A. **No. 10 Approving the Compliance Maintenance Resolution to the Wisconsin Department of Natural Resources (CMAR): Director of Public Works, Cathy Austin**

9. **New Business:**
 - A. **Approve Reciprocal Dark Fiber IRU Agreement with TDS Metrocom LLC – City Administrator/Utilities Manager, Tim Blakeslee**
 - B. **Presentation, Discussion, and Possible Action on Downtown Design Strategy – City Administrator/Utilities Manager, Tim Blakeslee**

10. **Adjourn to 7:00 PM on Tuesday, June 27, 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, MAY 30, 2023 COMMON COUNCIL MEETING
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 call of the roll, the following Alderpersons were present: Greg Hildebrand, Jeff Tauscheck, Dave Herrmann, Angie Matzdorf, Diane Gilson, Mike Penkwitz, Bob Schilsky, and John Nelson. Also present were, City Administration/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, Fire Chief Ryan Pafford, Director of Public Works 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 Nelson/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, May 9, 2023**
 - B. **Approve City and Utility Reports:**
 - I. **Electric, Water and Sewer Sales Report – April 2023**
 - II. **Utility Related Write Offs for May - \$845.66**
 - C. **Minutes acknowledged for filing – Library Board: April 3 - Housing Authority: April 5 – Plymouth Community Television: April 17 – Plan Commission: May 11 – Public Works and Utilities: May 9 – Park Committee: May 15**
 - D. **Approve Application for a Class “A” Beer License for SSS Wisconsin LLC, 320 E Mill St., from Dennis Pliska, Agent to be effective on July 1, 2023 and Provisional License upon approval.**
 - E. **Approve Temporary Class “B” Alcohol License for Plymouth Youth Athletic Association – Plymouth Youth Baseball Tournament, to be held at Lions Park, Rotary Park, and Carl Loebe Fields on June 16 – June 18**
 - F. **Approve Street Use Permit from Erin Kaczkowski for June 3, 2024 3 p.m. to 9 p.m. on Torke Terrace**
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. **Oath of Office for Police Chief Ken Ruggles:** Deputy Chief Starker introduced Kathy Halloran the President of the Police & Fire Commission at the time of hiring Chief Ruggles. Halloran introduced the current members of the Police and Fire Commission. Halloran explained the lengthy process of hiring Chief Ruggles and how thrilled the City is to have Chief Ruggles to help guide the Police Department in the future. Deputy Chief Starker asked Chief Ruggles wife to come up and do the pinning of the badge and Clerk Voigt to administer the oath. After the pinning and oath Chief Ruggles said a few words. He thanked his family. He thanked everyone for the opportunity to serve as Police Chief. He was excited for the future and said Plymouth has a great Police force and is looking forward to working with them.

7. **CITIZEN COMMITTEE APPOINTMENTS:**

Announce Mayoral appointments:

- A. Board of Review (3 yr. term) – Mayor Pohlman appointed Gary Kramer to the Board of Review for a 3-year term.

Mayoral Appointments requiring Council approval

- A. Board of Appeals (3 yr. term) – Motion was made by Hildebrand/Tauscheck to appoint Jane Meyer to the Board of Appeals for a 3-year term. A unanimous aye vote was cast. Motion carried.

8. **Ordinance:**

- A. **No. 6 Update to the Transient Merchant Process Regarding Farmers Market Events** – City Administrator/Utilities Manager Blakeslee explained Sheboygan County Interfaith Organization (SCIO) intends to relocate the Farmers Market from the Dairy Queen parking lot to the Riverwalk Center parking lot. The SCIO would like to extend an invitation to craft vendors and food vendors to enhance the Plymouth Farmers Market in a similar manner to the City of Sheboygan. Currently, each craft or food vendor would be required to pull a \$75 Transient Merchant Permit. A request was made that the City of Plymouth consider amending the code to allow for a \$5 fee per event per vendor. Motion was made by Nelson/Herrmann to approve Ordinance No. 6 as presented. Upon the call of the roll, all voted aye. Motion carried.

9. **New Business:**

- A. **Approve the Cheese Capital Arch Lighting Donation** – City Administrator/Utilities Manager Blakeslee stated the City owns the Cheese Capital of the World Arch which was installed several years ago. The arch has become a focal point as you enter Downtown Plymouth from the east. The Plymouth Advancement Association (PAA) has submitted a proposal to light both sides of the arch at night. PAA would like to donate the installation and materials to light the arch. The value of the donation is \$15,906.80. The Plymouth Electric Utility will provide some minor support by bringing electricity from a transformer in Veterans Park to the sidewalk near the Arch. Motion was made by Tauscheck/Gilson to approve the Cheese Capital of the World Arch Lighting Donation as presented. Upon the call of the roll, all voted aye. Motion carried.

10. **Adjourn to 7:00 PM on Tuesday, June 13, 2023:** Motion was made by Hildebrand/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.GL account = "0100100001000"- "2200567002200", "2400111000000"- "8000232000000"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10034							
10034	ALDAG/HONOLD MECHANICAL	SD765	EQUIPMENT MAINTENANCE-W	05/26/2023	1,752.63	1,752.63	06/01/2023
Total 10034:					1,752.63	1,752.63	
10175							
10175	AURORA HEALTH CARE	665771	OPERATING SUPPLIES - POLIC	04/30/2023	111.00	111.00	05/11/2023
Total 10175:					111.00	111.00	
10245							
10245	BATTERIES PLUS LLC	P62413585	LIFT STATION	05/16/2023	23.65	23.65	06/01/2023
Total 10245:					23.65	23.65	
10305							
10305	BOARDMAN & CLARK LLP	268098	SUBSTATION 5	05/18/2023	2,137.50	2,137.50	05/25/2023
10305	BOARDMAN & CLARK LLP	268099	DARK FIBER AGREEMENT	05/18/2023	403.00	403.00	05/25/2023
10305	BOARDMAN & CLARK LLP	268100	DARK FIBER AGREEMENT	05/18/2023	7,984.00	7,984.00	06/01/2023
Total 10305:					10,524.50	10,524.50	
10325							
10325	BORDER STATES ELECTRIC SU	926245398	150 KVA PAD MOUNT TRANSFO	05/05/2023	15,365.00	15,365.00	05/18/2023
Total 10325:					15,365.00	15,365.00	
10645							
10645	CRESCENT ELECTRIC SUPPLY	S510575661.0	750X133331 JAK-OC 200:5 WITH	05/22/2023	2,384.47	2,384.47	05/25/2023
10645	CRESCENT ELECTRIC SUPPLY	S510575661.0	SHIPPING AND HANDLING	05/22/2023	295.90	295.90	05/25/2023
Total 10645:					2,680.37	2,680.37	
10685							
10685	WALDO IMPLEMENT INC	78160	EVERGREEN GOLF COURSE E	05/23/2023	134.44	134.44	06/01/2023
Total 10685:					134.44	134.44	
10825							
10825	DORNER CO	505810	EQUIPMENT MAINTENANCE-W	05/12/2023	2,055.33	2,055.33	05/18/2023
Total 10825:					2,055.33	2,055.33	
10875							
10875	KEMIRA WATER SOLUTIONS IN	9017791115	CHEMICALS - WWTP	05/11/2023	10,860.62	10,860.62	05/18/2023
Total 10875:					10,860.62	10,860.62	
10905							
10905	ELECTRICAL TESTING LAB LLC	39743	SAFETY EQUIPMENT	04/26/2023	402.83	402.83	05/04/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 11205:					436.12	436.12	
11560							
11560	KW ELECTRIC INC	230853	EQUIPMENT MAINTENANCE	04/27/2023	760.95	760.95	05/04/2023
Total 11560:					760.95	760.95	
11615							
11615	LENGLING PROPERTY MANAG	10387	LAWN SERVICE	05/02/2023	25.00	25.00	05/11/2023
11615	LENGLING PROPERTY MANAG	10387	LAWN SERVICE	05/02/2023	210.00	210.00	05/11/2023
11615	LENGLING PROPERTY MANAG	10387	LAWN SERVICE	05/02/2023	90.00	90.00	05/11/2023
11615	LENGLING PROPERTY MANAG	10387	LAWN SERVICE	05/02/2023	220.00	220.00	05/11/2023
11615	LENGLING PROPERTY MANAG	10387	LAWN SERVICE	05/02/2023	60.00	60.00	05/11/2023
11615	LENGLING PROPERTY MANAG	10390	PAYMENT REMITTANCE	05/17/2023	75.00	75.00	05/25/2023
Total 11615:					680.00	680.00	
11687							
11687	MARTELLE WATER TREATMEN	25045	WATER TREATMENT	05/01/2023	5,912.94	5,912.94	05/11/2023
Total 11687:					5,912.94	5,912.94	
11815							
11815	MIKE BURKART FORD INC	319714	FLEET VEHICLE MAINTANANCE	05/02/2023	135.00	135.00	05/04/2023
Total 11815:					135.00	135.00	
11875							
11875	SECURIAN FINANCIAL GROUP I	June 2023 Stm	EE CONTRIBUTION-UTILITIES	05/17/2023	351.85	351.85	05/18/2023
11875	SECURIAN FINANCIAL GROUP I	June 2023 Stm	BASIC PREMIUM-UTILITIES	05/17/2023	265.40	265.40	05/18/2023
11875	SECURIAN FINANCIAL GROUP I	June 2023 Stm	ER CONTRIBUTION-UTILITIES	05/17/2023	53.08	53.08	05/18/2023
11875	SECURIAN FINANCIAL GROUP I	June 2023 Stm	EE CONTRIBUTION-CITY	05/17/2023	453.49	453.49	05/18/2023
11875	SECURIAN FINANCIAL GROUP I	June 2023 Stm	BASIC PREMIUM-CITY	05/17/2023	291.79	291.79	05/18/2023
11875	SECURIAN FINANCIAL GROUP I	June 2023 Stm	ER CONTRIBUTION-CITY	05/17/2023	58.36	58.36	05/18/2023
Total 11875:					1,473.97	1,473.97	
12195							
12195	PLYMOUTH CHAMBER OF COM	5985	DOWNTOWN REDESIGN	05/11/2023	225.00	225.00	06/01/2023
12195	PLYMOUTH CHAMBER OF COM	STMT051523	ROOM TAX TO CHAMBER	05/15/2023	21,250.00	21,250.00	05/18/2023
Total 12195:					21,475.00	21,475.00	
12230							
12230	PIGGLY WIGGLY	07470804	GOLF CONCESSIONS	04/11/2023	91.86	91.86	05/04/2023
12230	PIGGLY WIGGLY	93041436	GOLF COURSE CONCESSIONS	04/13/2023	172.18	172.18	05/04/2023
Total 12230:					264.04	264.04	
12250							
12250	PLYMOUTH UTILITIES-PC	STMT0500223	PETTY CASH	05/02/2023	36.25	36.25	05/04/2023
12250	PLYMOUTH UTILITIES-PC	STMT0500223	PETTY CASH	05/02/2023	82.40	82.40	05/04/2023
12250	PLYMOUTH UTILITIES-PC	STMT0500223	PETTY CASH	05/02/2023	88.43	88.43	05/04/2023
12250	PLYMOUTH UTILITIES-PC	STMT0500223	PETTY CASH	05/02/2023	103.40	103.40	05/04/2023
12250	PLYMOUTH UTILITIES-PC	STMT0500223	PETTY CASH	05/02/2023	12.98	12.98	05/04/2023
12250	PLYMOUTH UTILITIES-PC	STMT0500223	PETTY CASH	05/02/2023	22.79	22.79	05/04/2023
12250	PLYMOUTH UTILITIES-PC	STMT0500223	PETTY CASH	05/02/2023	60.00	60.00	05/04/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 12250:					406.25	406.25	
12255							
12255	PLYMOUTH UTILITIES	STMT050423	PUBLIC BENEFITS	05/04/2023	1,575.56	1,575.56	05/04/2023
12255	PLYMOUTH UTILITIES	STMT051123	PUBLIC BENEFITS	05/11/2023	455.90	455.90	05/11/2023
12255	PLYMOUTH UTILITIES	STMT052323	PUBLIC BENEFITS	05/18/2023	1,382.51	1,382.51	05/25/2023
12255	PLYMOUTH UTILITIES	STMT052523	PUBLIC BENEFITS	05/25/2023	1,192.42	1,192.42	06/01/2023
Total 12255:					4,606.39	4,606.39	
12265							
12265	POMPS TIRE SERVICE INC	70126567	PARKS EQUIPMENT REPAIR &	05/01/2023	113.70	113.70	05/25/2023
12265	POMPS TIRE SERVICE INC	70126567	EQUIPMENT & REPAIR - GOLF	05/01/2023	113.70	113.70	05/25/2023
12265	POMPS TIRE SERVICE INC	70126627	GARAGE LARGE EQUIPMENT R	05/02/2023	1,283.42	1,283.42	05/25/2023
12265	POMPS TIRE SERVICE INC	70126630	GARAGE LARGE EQUIPMENT R	05/02/2023	618.57	618.57	05/25/2023
12265	POMPS TIRE SERVICE INC	70126833	GARAGE LARGE EQUIPMENT C	05/09/2023	804.02	804.02	05/25/2023
Total 12265:					2,933.41	2,933.41	
12400							
12400	RESCO INC	881260-00	15 KVA OVERHEAD TRANSFOR	05/16/2023	39,575.00	39,575.00	05/18/2023
12400	RESCO INC	881260-00	25 KVA OVERHEAD TRANSFOR	05/16/2023	19,570.00	19,570.00	05/18/2023
12400	RESCO INC	881260-00	DISCOUNT	05/16/2023	29.57-	29.57-	05/18/2023
12400	RESCO INC	884459-03	ONE TIME LOCK	05/22/2023	198.00	198.00	05/25/2023
12400	RESCO INC	884459-03	DISCOUNT	05/22/2023	.10-	.10-	05/25/2023
12400	RESCO INC	889956-02	INSULATOR, FIBERGLASS STR	04/28/2023	1,721.50	1,721.50	05/04/2023
12400	RESCO INC	889956-02	DISCOUNT	04/28/2023	.86-	.86-	05/04/2023
12400	RESCO INC	889956-03	TRIPLE EYE NUT FOR 1" ROD	05/02/2023	382.13	382.13	05/11/2023
12400	RESCO INC	889956-03	DISCOUNT	05/02/2023	.19-	.19-	05/11/2023
12400	RESCO INC	893518-00	WIRE, "SWEETBRIAR" URD 3/C	05/03/2023	12,635.00	12,635.00	05/18/2023
12400	RESCO INC	893518-00	WIRE, "MERLIN" 336.4 ACSR (1	05/03/2023	25,442.81	25,442.81	05/18/2023
12400	RESCO INC	893518-00	DISCOUNT	05/03/2023	19.04-	19.04-	05/18/2023
12400	RESCO INC	894065-00	AMPACT CONNECTOR 1/0-6 ST	05/17/2023	1,708.00	1,708.00	05/25/2023
12400	RESCO INC	894065-00	DISCOUNT	05/17/2023	.85-	.85-	05/25/2023
12400	RESCO INC	895214-00	PAD, SGL TRANS BASEMENT FI	05/10/2023	4,606.32	4,606.32	05/18/2023
12400	RESCO INC	895214-00	DISCOUNT	05/10/2023	2.30-	2.30-	05/18/2023
12400	RESCO INC	896940-00	INSULATOR, TIE TOP HENDRIX	05/26/2023	716.40	716.40	06/01/2023
12400	RESCO INC	896940-00	DISCOUNT	05/26/2023	.36-	.36-	06/01/2023
12400	RESCO INC	896940-00	SHIPPING	05/26/2023	49.08	49.08	06/01/2023
Total 12400:					106,550.97	106,550.97	
12575							
12575	SHEBOYGAN COUNTY HIGHWA	128335	STREET REPAIR MATERIALS	04/30/2023	152.36	152.36	05/18/2023
12575	SHEBOYGAN COUNTY HIGHWA	128335	STREET SIGNS & MARKINGS M	04/30/2023	361.91	361.91	05/18/2023
12575	SHEBOYGAN COUNTY HIGHWA	128335	PAYMENT REMITANCE	04/30/2023	1,149.48	1,149.48	05/18/2023
Total 12575:					1,663.75	1,663.75	
12696							
12696	STOP PROCESSING CENTER	20166	AUTOPAY SERVICE	05/01/2023	27.12	27.12	05/04/2023
Total 12696:					27.12	27.12	
12705							
12705	WI STATE LABORATORY OF HY	741693	WATER TESTING	04/30/2023	2,411.00	2,411.00	05/11/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 12705:					2,411.00	2,411.00	
12740							
12740	SEMICOLON INC	31683	EVERGREEN GOLF COURSE M	05/05/2023	446.97	446.97	05/18/2023
Total 12740:					446.97	446.97	
12750							
12750	SUPERIOR CHEMICAL CORP	362621	CITY HALL BUILDING MAINTEN	05/05/2023	173.53	173.53	05/25/2023
12750	SUPERIOR CHEMICAL CORP	363185	BUILDINGS AND GROUNDS	05/12/2023	120.61	120.61	05/18/2023
12750	SUPERIOR CHEMICAL CORP	363733	BLUE SPRUCE BOWL CLEANER	05/18/2023	161.31	161.31	05/25/2023
12750	SUPERIOR CHEMICAL CORP	363733	SHOCK AND AWE CLEANER	05/18/2023	43.38	43.38	05/25/2023
Total 12750:					498.83	498.83	
12825							
12825	PLYMOUTH GLASS	11089	YOUTH CENTER CONTRACTOR	05/05/2023	945.00	945.00	05/25/2023
12825	PLYMOUTH GLASS	11090	EVERGREEN GOLF COURSE C	05/05/2023	295.00	295.00	05/25/2023
Total 12825:					1,240.00	1,240.00	
12882							
12882	SPECTRUM	007015705012	INTERNET	05/01/2023	129.98	129.98	05/11/2023
12882	SPECTRUM	STMT051423F	PHONE - FIRE	04/15/2023	45.81	45.81	05/04/2023
12882	SPECTRUM	STMT061423C	POLICE CABLE TV	05/15/2023	34.36	34.36	05/25/2023
12882	SPECTRUM	STMT061423F	PHONE - FIRE	05/15/2023	45.81	45.81	05/25/2023
12882	SPECTRUM	STMT061423Y	UTILITIES - YOUTH CENTER	05/15/2023	11.45	11.45	05/25/2023
Total 12882:					267.41	267.41	
12965							
12965	US CELLULAR	0579289018	CELL PHONE - EMPLOYEES	05/08/2023	2,321.55	2,321.55	05/18/2023
12965	US CELLULAR	0579289018	CELL PHONE - STREETS	05/08/2023	42.50	42.50	05/18/2023
12965	US CELLULAR	0579289018	CELL PHONE SERVICE - PARKS	05/08/2023	43.52	43.52	05/18/2023
12965	US CELLULAR	0579289018	CELL PHONE SERVICE - POOL	05/08/2023	39.50	39.50	05/18/2023
12965	US CELLULAR	0579289018	CELL PHONES - POLICE	05/08/2023	310.12	310.12	05/18/2023
12965	US CELLULAR	0579289018	CELL PHONE SERVICE (FIRE)	05/08/2023	294.00	294.00	05/18/2023
12965	US CELLULAR	0579289018	CELL PHONE SERVICE (UTILITI	05/08/2023	716.80	716.80	05/18/2023
12965	US CELLULAR	0579698235	CELL MODEM - ELECTRIC	05/10/2023	39.52	39.52	05/25/2023
12965	US CELLULAR	0579698235	CELL MODEM - POLICE	05/10/2023	237.12	237.12	05/25/2023
12965	US CELLULAR	0579698235	CELL MODEM - WATER	05/10/2023	44.61	44.61	05/25/2023
12965	US CELLULAR	0579698235	CELL MODEM - BACKUP INTER	05/10/2023	39.52	39.52	05/25/2023
Total 12965:					4,128.76	4,128.76	
12990							
12990	UTILITY SALES & SERVICE INC	0075595-IN	FLEET VEHICLE MAINTENANCE	05/03/2023	1,106.60	1,106.60	05/11/2023
12990	UTILITY SALES & SERVICE INC	0075596-IN	FLEET VEHICLE MAINTENANCE	05/03/2023	1,248.89	1,248.89	05/11/2023
12990	UTILITY SALES & SERVICE INC	0075597-IN	FLEET VEHICLE MAINTENANCE	05/03/2023	1,031.31	1,031.31	05/11/2023
12990	UTILITY SALES & SERVICE INC	0075598-IN	FLEET VEHICLE MAINTENANCE	05/03/2023	996.60	996.60	05/11/2023
12990	UTILITY SALES & SERVICE INC	0075599-IN	FLEET VEHICLE MAINTENANCE	05/03/2023	1,269.41	1,269.41	05/11/2023
12990	UTILITY SALES & SERVICE INC	0075600-IN	FLEET VEHICLE MAINTENANCE	05/03/2023	1,106.31	1,106.31	05/11/2023
12990	UTILITY SALES & SERVICE INC	0075601-IN	FLEET VEHICLE MAINTENANCE	05/03/2023	250.00	250.00	05/11/2023
12990	UTILITY SALES & SERVICE INC	0075602-IN	FLEET VEHICLE MAINTENANCE	05/03/2023	250.00	250.00	05/11/2023
12990	UTILITY SALES & SERVICE INC	0075603-IN	FLEET VEHICLE MAINTENANCE	05/03/2023	250.00	250.00	05/11/2023
12990	UTILITY SALES & SERVICE INC	0075604-IN	FLEET VEHICLE MAINTENANCE	05/03/2023	250.00	250.00	05/11/2023
12990	UTILITY SALES & SERVICE INC	0212673-IN	STROBE LIGHTS	05/05/2023	173.34	173.34	05/11/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
12990	UTILITY SALES & SERVICE INC	0212673-IN	FREIGHT	05/05/2023	25.94	25.94	05/11/2023
Total 12990:					7,958.40	7,958.40	
13030							
13030	BAKER TILLY US LLP	BT2404302	AUDIT - CITY	04/29/2023	13,100.00	13,100.00	05/18/2023
Total 13030:					13,100.00	13,100.00	
13160							
13160	WISCONSIN DNR	460005920-20	ENVIRONMENTAL FEE	05/21/2023	7,111.44	7,111.44	05/25/2023
Total 13160:					7,111.44	7,111.44	
13170							
13170	WISCONSIN NEWSPRESS	298 129286	WATER REPORT - CCR	04/30/2023	863.23	863.23	05/18/2023
13170	WISCONSIN NEWSPRESS	298 129286	WISCONSIN NEWSPRESS - GF-	04/30/2023	437.76	437.76	05/18/2023
13170	WISCONSIN NEWSPRESS	STMT050923	UTILITY CLASSIFIED POSTING	04/30/2023	207.51	207.51	05/11/2023
Total 13170:					1,508.50	1,508.50	
13221							
13221	WEX BANK	89229635	FLEET FUELING	05/15/2023	3,466.42	3,466.42	05/18/2023
13221	WEX BANK	89229635	FLEET FUELING	05/15/2023	771.95	771.95	05/18/2023
13221	WEX BANK	89229635	FLEET FUELING	05/15/2023	1,433.04	1,433.04	05/18/2023
Total 13221:					5,671.41	5,671.41	
30006							
30006	AFLAC	605413	AFLAC-CITY	04/27/2023	638.28	638.28	05/04/2023
30006	AFLAC	605413	AFLAC-UTILITIES	04/27/2023	45.36	45.36	05/04/2023
Total 30006:					683.64	683.64	
30022							
30022	ASSOCIATED APPRAISAL CON	168173	CONTRACT - ASSESSOR	05/01/2023	2,277.65	2,277.65	05/04/2023
Total 30022:					2,277.65	2,277.65	
30028							
30028	BAKER & TAYLOR	2037471059	AV - LIBRARY	04/25/2023	127.17	127.17	05/11/2023
30028	BAKER & TAYLOR	2037471059	SHIPPING - LIBRARY	04/25/2023	1.07	1.07	05/11/2023
30028	BAKER & TAYLOR	2037471250	BOOKS - LIBRARY	04/19/2023	524.83	524.83	05/04/2023
30028	BAKER & TAYLOR	2037471250	SHIPPING - LIBRARY	04/19/2023	5.25	5.25	05/04/2023
30028	BAKER & TAYLOR	2037485516	BOOKS - LIBRARY	04/24/2023	589.64	589.64	05/04/2023
30028	BAKER & TAYLOR	2037485516	SHIPPING - LIBRARY	04/24/2023	5.90	5.90	05/04/2023
30028	BAKER & TAYLOR	2037496935	BOOKS - LIBRARY	04/28/2023	381.71	381.71	05/11/2023
30028	BAKER & TAYLOR	2037496935	SHIPPING - LIBRARY	04/28/2023	3.82	3.82	05/11/2023
30028	BAKER & TAYLOR	2037502153	AV - LIBRARY	05/03/2023	59.66	59.66	05/25/2023
30028	BAKER & TAYLOR	2037502153	SHIPPING - LIBRARY	05/03/2023	.52	.52	05/25/2023
30028	BAKER & TAYLOR	2037503089	BOOKS - LIBRARY	05/02/2023	97.16	97.16	05/25/2023
30028	BAKER & TAYLOR	2037503089	SHIPPING - LIBRARY	05/02/2023	.97	.97	05/25/2023
30028	BAKER & TAYLOR	2037509816	AV - LIBRARY	05/08/2023	53.62	53.62	05/25/2023
30028	BAKER & TAYLOR	2037509816	SHIPPING - LIBRARY	05/08/2023	.46	.46	05/25/2023
30028	BAKER & TAYLOR	2037514443	BOOKS - LIBRARY	05/06/2023	516.43	516.43	05/25/2023
30028	BAKER & TAYLOR	2037514443	SHIPPING - LIBRARY	05/06/2023	5.16	5.16	05/25/2023
30028	BAKER & TAYLOR	2037525142	BOOKS - LIBRARY	05/11/2023	290.60	290.60	05/25/2023
30028	BAKER & TAYLOR	2037525142	SHIPPING - LIBRARY	05/11/2023	2.91	2.91	05/25/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
30028	BAKER & TAYLOR	2037537865	BOOKS - LIBRARY	05/17/2023	361.54	361.54	06/01/2023
30028	BAKER & TAYLOR	2037537865	SHIPPING - LIBRARY	05/17/2023	3.62	3.62	06/01/2023
Total 30028:					3,032.04	3,032.04	
30073							
30073	COMPLETE OFFICE OF WI	466498	MATERIALS SUPPLIES - LIBRAR	04/28/2023	24.30	24.30	05/18/2023
30073	COMPLETE OFFICE OF WI	467292	OFFICE SUPPLIES - LIBRARY	05/01/2023	9.86	9.86	05/18/2023
30073	COMPLETE OFFICE OF WI	AR52356	COPY MACHINE CLERK OFFICE	05/15/2023	200.05	200.05	05/18/2023
Total 30073:					234.21	234.21	
30084							
30084	DELTA DENTAL OF WISCONSIN	000001954181	DENTAL - CITY	05/17/2023	944.12	944.12	05/18/2023
30084	DELTA DENTAL OF WISCONSIN	000001954181	DENTAL - UTILITIES	05/17/2023	539.73	539.73	05/18/2023
Total 30084:					1,483.85	1,483.85	
30086							
30086	DEMCO INC	7301423	MATERIALS SUPPLIES - LIBRAR	04/28/2023	648.02	648.02	05/04/2023
Total 30086:					648.02	648.02	
30098							
30098	DINGES FIRE COMPANY	39849	CAPITAL FIRE EQUIPMENT	05/08/2023	3,500.00	3,500.00	05/25/2023
30098	DINGES FIRE COMPANY	39849	CAPITAL FIRE EQUIPMENT	05/08/2023	1,750.00	1,750.00	05/25/2023
Total 30098:					5,250.00	5,250.00	
30115							
30115	EMERGENCY MEDICAL PRODU	2547051	FIRE MEDICAL SUPPLIES	04/19/2023	12.95	12.95	05/04/2023
Total 30115:					12.95	12.95	
30117							
30117	EMERGENCY SERVICES MARK	23-10710	DUES - FIRE	04/27/2023	440.00	440.00	05/11/2023
30117	EMERGENCY SERVICES MARK	23-10710	DUES - FIRE	04/27/2023	220.00	220.00	05/11/2023
Total 30117:					660.00	660.00	
30119							
30119	ENVIROTECH EQUIPMENT	22-0021307	GARAGE LARGE EQUIPMENT R	05/11/2023	3,134.36	3,134.36	05/25/2023
Total 30119:					3,134.36	3,134.36	
30135							
30135	GALE/CENGAGE LEARNING	81076524	BOOKS - LIBRARY	04/21/2023	74.39	74.39	05/04/2023
30135	GALE/CENGAGE LEARNING	81114690	BOOKS - LIBRARY	05/01/2023	51.99	51.99	05/11/2023
30135	GALE/CENGAGE LEARNING	81119674	BOOKS - LIBRARY	05/02/2023	181.54	181.54	05/11/2023
30135	GALE/CENGAGE LEARNING	81129950	BOOKS - LIBRARY	05/04/2023	50.39	50.39	05/25/2023
Total 30135:					358.31	358.31	
30136							
30136	GALLS LLC	024357896	UNIFORMS - POLICE	05/01/2023	26.50	26.50	05/18/2023
30136	GALLS LLC	024372405	CAP EQUIPMENT FIRE	05/02/2023	119.60	119.60	05/18/2023
30136	GALLS LLC	024372405	CAP EQUIPMENT FIRE	05/02/2023	59.80	59.80	05/18/2023
30136	GALLS LLC	024413275	CAPITAL EQUIPMENT FIRE	05/06/2023	358.68	358.68	05/18/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
30136	GALLS LLC	024413275	CAPITAL EQUIPMENT FIRE	05/06/2023	179.34	179.34	05/18/2023
30136	GALLS LLC	024513415	CAP EQUIPMENT FIRE	05/16/2023	239.12	239.12	06/01/2023
30136	GALLS LLC	024513415	CAP EQUIPMENT FIRE	05/16/2023	119.56	119.56	06/01/2023
Total 30136:					1,102.60	1,102.60	
30141							
30141	GINA KRUEGER	STMT052323	AQUATIC CENTER START UP	05/23/2023	400.00	400.00	05/25/2023
Total 30141:					400.00	400.00	
30150							
30150	GREAT AMERICA FINANCIAL SE	34088300	COPY MACHINE - LIBRARY	05/22/2023	157.59	157.59	05/25/2023
Total 30150:					157.59	157.59	
30157							
30157	HASTING AIR-ENERGY CONTR	PS-I0001507	EQUIPMENT AND REPAIR - FIR	04/28/2023	177.84	177.84	05/11/2023
30157	HASTING AIR-ENERGY CONTR	PS-I0001507	EQUIPMENT AND REPAIR - FIR	04/28/2023	88.92	88.92	05/11/2023
Total 30157:					266.76	266.76	
30170							
30170	ICMA MEMBERSHIP RENEWAL	781266 2023	ICMA MEMBERSHIP	05/02/2023	877.50	877.50	05/11/2023
Total 30170:					877.50	877.50	
30173							
30173	INDWIS INC	STMT042823	CONTRACT - BUILDING INSPEC	04/28/2023	6,769.90	6,769.90	05/04/2023
30173	INDWIS INC	STMT042823	ZONING / INDWIS, INC.	04/28/2023	1,200.00	1,200.00	05/04/2023
Total 30173:					7,969.90	7,969.90	
30179							
30179	JEFFERSON FIRE & SAFETY	IN302713	EQUIPMENT & REPAIR - FIRE	04/21/2023	490.67	490.67	05/25/2023
30179	JEFFERSON FIRE & SAFETY	IN302713	EQUIPMENT & REPAIR - FIRE	04/21/2023	245.33	245.33	05/25/2023
Total 30179:					736.00	736.00	
30193							
30193	KWIK TRIP INC	STMT043023	GAS & OIL - POLICE	05/02/2023	37.16	37.16	05/11/2023
Total 30193:					37.16	37.16	
30202							
30202	LAND TITLE GUARANTEE, LLC	672327	LAND SALE-133 E MILL ST	05/11/2023	150.00	150.00	05/25/2023
Total 30202:					150.00	150.00	
30204							
30204	LANGUAGE LINE SERVICES	10990567	OPERATING SUPPLIES POLIE	04/30/2023	71.75	71.75	05/18/2023
Total 30204:					71.75	71.75	
30209							
30209	LEDGEVIEW PRECAST CONCR	44899	STORM SEWER MATERIALS	05/09/2023	2,430.00	2,430.00	06/01/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 30209:					2,430.00	2,430.00	
30216							
30216	MARCO	33954229	OFFICE SUPPLIES - POLICE	05/01/2023	152.90	152.90	05/11/2023
Total 30216:					152.90	152.90	
30227							
30227	MENARDS	68427	CITY HALL BUILDING MAINT	04/27/2023	17.56	17.56	05/18/2023
30227	MENARDS	68603	PARKS MATERIALS	05/01/2023	115.34	115.34	05/18/2023
30227	MENARDS	68604	TRUCK MODIFICATIONS	05/01/2023	294.73	294.73	05/04/2023
30227	MENARDS	68738	BUILD MAINT - LIBRARY	05/04/2023	54.00	54.00	05/18/2023
30227	MENARDS	68946	OPERATING SUPPLIES POLICE	05/08/2023	16.44	16.44	05/18/2023
30227	MENARDS	69361	LUMBER	05/17/2023	203.04	203.04	05/25/2023
30227	MENARDS	69361	TOOLS	05/17/2023	64.44	64.44	05/25/2023
30227	MENARDS	69819	BUILD MAINT - LIBRARY	05/26/2023	51.29	.00	
Total 30227:					816.84	765.55	
30238							
30238	MONARCH LIBRARY SYSTEM	415921	ILS FEES - LIBRARY	05/03/2023	12,463.02	12,463.02	05/18/2023
30238	MONARCH LIBRARY SYSTEM	415921	TECHNOLOGY SERVICES - LIB	05/03/2023	1,118.33	1,118.33	05/18/2023
30238	MONARCH LIBRARY SYSTEM	415921	DIGITAL CONTENT - LIBRARY	05/03/2023	3,856.71	3,856.71	05/18/2023
Total 30238:					17,438.06	17,438.06	
30247							
30247	NAPA AUTO PARTS OF SHEBOY	988249	GARAGE LARGE EQUIPMENT R	04/19/2023	55.04-	55.04-	05/04/2023
30247	NAPA AUTO PARTS OF SHEBOY	988400	GARAGE SMALL EQUIPMENT R	04/20/2023	20.00-	20.00-	05/04/2023
30247	NAPA AUTO PARTS OF SHEBOY	988898	GARAGE LARGE EQUIPMENT R	04/26/2023	26.72	26.72	05/04/2023
30247	NAPA AUTO PARTS OF SHEBOY	989112	GARAGE HARDWARE & TOOL	04/28/2023	19.98	19.98	05/04/2023
30247	NAPA AUTO PARTS OF SHEBOY	990120	EQUIPMENT MAINTENANCE	05/09/2023	22.99	22.99	05/18/2023
Total 30247:					5.35-	5.35-	
30280							
30280	PLYMOUTH INTERGENERATIO	3802	GENERATIONS CONTRACT	05/01/2023	33,175.00	33,175.00	05/11/2023
Total 30280:					33,175.00	33,175.00	
30284							
30284	PLYMOUTH YOUTH ATHLETIC A	STMT051523	ANNUAL CONTRIBUTION	05/15/2023	7,500.00	7,500.00	05/18/2023
Total 30284:					7,500.00	7,500.00	
30299							
30299	RAY OHERRON CO INC	2256606	TRAINING - POLICE	03/07/2023	8,508.50	8,508.50	05/18/2023
30299	RAY OHERRON CO INC	2267139	UNIFORMS - POLICE	04/27/2023	50.40	50.40	05/18/2023
30299	RAY OHERRON CO INC	2267414	UNIFORMS - POLICE	04/28/2023	319.73	319.73	05/18/2023
30299	RAY OHERRON CO INC	2268606	TRAINING - POLICE	05/03/2023	4,151.00-	4,151.00-	05/18/2023
30299	RAY OHERRON CO INC	2269250	EDUCATION POLICE	05/05/2023	41.89	41.89	05/18/2023
30299	RAY OHERRON CO INC	2270702	TRAINING - POLICE	05/11/2023	1,323.00	1,323.00	05/18/2023
Total 30299:					6,092.52	6,092.52	
30310							
30310	RONS TREE FARM	20019	GOLF COURSE MATERIALS	05/21/2023	200.00	200.00	06/01/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
30310	RONS TREE FARM	20019	TREE IMPROVEMENTS CAP C	05/21/2023	400.00	400.00	06/01/2023
30310	RONS TREE FARM	20019	STREET REPAIR MATERIALS	05/21/2023	320.00	320.00	06/01/2023
30310	RONS TREE FARM	20019	CEMETERY MATERIALS	05/21/2023	200.00	200.00	06/01/2023
Total 30310:					1,120.00	1,120.00	
30313							
30313	SK SERVICES	884752	GARBAGE PICK UP	05/19/2023	40.00	40.00	05/25/2023
Total 30313:					40.00	40.00	
30318							
30318	SCHOLASTIC INC	49118311	PROGRAMS - LIBRARY	04/26/2023	946.35	946.35	05/11/2023
30318	SCHOLASTIC INC	49322008	PROGRAMS - LIBRARY	05/02/2023	34.05	34.05	05/11/2023
Total 30318:					980.40	980.40	
30330							
30330	SHEBOYGAN COUNTY HHSD	138 HSAT-7Q	CONCESSION PERMIT	05/09/2023	410.00	410.00	05/11/2023
30330	SHEBOYGAN COUNTY HHSD	138 HSAT-7QX	POOL PERMIT	05/09/2023	318.00	318.00	05/11/2023
Total 30330:					728.00	728.00	
30335							
30335	SHEBOYGAN COUNTY TREASU	128413	ELECTION BALLOTS	05/12/2023	1,067.96	1,067.96	05/18/2023
30335	SHEBOYGAN COUNTY TREASU	STMT043023	COURT DISBURSEMENT	05/01/2023	867.87	867.87	05/04/2023
30335	SHEBOYGAN COUNTY TREASU	STMT053123	COURT DISBURSEMENT	05/31/2023	330.35	330.35	06/01/2023
Total 30335:					2,266.18	2,266.18	
30350							
30350	STATE OF WI COURT FINES & S	STMT043023	MONTHLY DISBURSEMENT - C	05/01/2023	1,799.68	1,799.68	05/04/2023
30350	STATE OF WI COURT FINES & S	STMT053123	MONTHLY DISBURSEMENT - C	05/31/2023	744.10	744.10	06/01/2023
Total 30350:					2,543.78	2,543.78	
30355							
30355	SUPERIOR VISION INSURANCE	0000731520	VISION - CITY	05/17/2023	201.77	201.77	05/18/2023
30355	SUPERIOR VISION INSURANCE	0000731520	VISION - UTILITIES	05/17/2023	127.30	127.30	05/18/2023
Total 30355:					329.07	329.07	
30357							
30357	SYNCHRONY BANK	011000057869	CAP C TREE IMPROVEMENTS	04/25/2023	54.86	54.86	05/04/2023
30357	SYNCHRONY BANK	011000058422	STORM SEWER MATERIALS	04/27/2023	41.90	41.90	05/04/2023
30357	SYNCHRONY BANK	011000110147	GOLF MATERIALS	04/13/2023	142.94	142.94	05/04/2023
30357	SYNCHRONY BANK	011001515011	CAP C TREE IMPROVEMENTS	04/25/2023	6.14	6.14	05/04/2023
Total 30357:					245.84	245.84	
30386							
30386	ULINE	162706384	EQUIPMENT/REPAIR FIRE	04/21/2023	241.68	241.68	05/11/2023
30386	ULINE	162706384	EQUIPMENT/REPAIR FIRE	04/21/2023	120.83	120.83	05/11/2023
30386	ULINE	163151301	EQUIPMENT/REPAIR FIRE	05/03/2023	395.76	395.76	05/11/2023
Total 30386:					758.27	758.27	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
30403							
30403	WAUKESHA COUNTY TECHNIC	S0798997	EDUCATION - POLICE	04/27/2023	315.07	315.07	05/11/2023
Total 30403:					315.07	315.07	
30423							
30423	WISCONSIN DEPARTMENT OF	STMT043023	OPERATING SUPPLIES - POLIC	04/30/2023	7.00	7.00	05/18/2023
Total 30423:					7.00	7.00	
30429							
30429	WISCONSIN EMS ASSOCIATION	300001607	DUES - FIRE	05/01/2023	400.00	400.00	05/04/2023
30429	WISCONSIN EMS ASSOCIATION	300001607	DUES - FIRE	05/01/2023	200.00	200.00	05/04/2023
Total 30429:					600.00	600.00	
30434							
30434	WISCONSIN PUBLIC SERVICE	4568385393	UTILITIES CITY HALL	05/02/2023	1,464.66	1,464.66	05/11/2023
30434	WISCONSIN PUBLIC SERVICE	4568385393	UTILITIES GARAGE	05/02/2023	460.69	460.69	05/11/2023
30434	WISCONSIN PUBLIC SERVICE	4568385393	UTILITIES GOLF	05/02/2023	27.29	27.29	05/11/2023
30434	WISCONSIN PUBLIC SERVICE	4568385393	UTILITIES LIBRARY	05/02/2023	294.46	294.46	05/11/2023
30434	WISCONSIN PUBLIC SERVICE	4568385393	UTILITIES POOL	05/02/2023	30.58	30.58	05/11/2023
30434	WISCONSIN PUBLIC SERVICE	4568385393	UTILITIES SKI HILL	05/02/2023	32.86	32.86	05/11/2023
30434	WISCONSIN PUBLIC SERVICE	4568385393	UTILITIES YOUTH CENTER	05/02/2023	96.86	96.86	05/11/2023
30434	WISCONSIN PUBLIC SERVICE	STMT050223	NATURAL GAS SERVICE	04/19/2023	1,478.16	1,478.16	05/04/2023
30434	WISCONSIN PUBLIC SERVICE	STMT050223A	NATURAL GAS SERVICE	04/21/2023	41.98	41.98	05/04/2023
30434	WISCONSIN PUBLIC SERVICE	STMT051623	REPAIR DAMAGED GAS LINE	05/10/2023	1,390.86	1,390.86	05/18/2023
30434	WISCONSIN PUBLIC SERVICE	STMT053123	NATURAL GAS SERVICE	05/23/2023	32.10	32.10	06/01/2023
30434	WISCONSIN PUBLIC SERVICE	STMT053123A	NATURAL GAS SERVICE	05/18/2023	951.03	951.03	06/01/2023
Total 30434:					6,301.53	6,301.53	
30452							
30452	YOUR FLEETCARD PROGRAM	STMT040523	GAS & OIL - FIRE	04/06/2023	530.24	530.24	05/04/2023
30452	YOUR FLEETCARD PROGRAM	STMT040523	GAS & OIL - FIRE	04/06/2023	178.97	178.97	05/04/2023
30452	YOUR FLEETCARD PROGRAM	STMT050523	GAS & OIL - FIRE	05/06/2023	651.57	651.57	05/25/2023
30452	YOUR FLEETCARD PROGRAM	STMT050523	GAS & OIL - FIRE	05/06/2023	22.41	22.41	05/25/2023
Total 30452:					1,383.19	1,383.19	
50068							
50068	JDL AUTOMOTIVE	2428	VEH MAINTENANCE POLICE	05/05/2023	240.00	240.00	05/11/2023
Total 50068:					240.00	240.00	
50086							
50086	Kimberly Weggeland	2026	CHILDREN'S PROGRAM - LIBRA	04/13/2023	300.00	300.00	06/01/2023
Total 50086:					300.00	300.00	
50106							
50106	MIDWEST TAPE LLC	503690647	AV - LIBRARY	04/24/2023	49.47	49.47	05/04/2023
50106	MIDWEST TAPE LLC	503722532	DIGITAL CONTENT - LIBRARY	05/01/2023	575.28	575.28	05/04/2023
50106	MIDWEST TAPE LLC	503728590	AV - LIBRARY	05/02/2023	39.97	39.97	05/11/2023
50106	MIDWEST TAPE LLC	503754463	AV - LIBRARY	05/08/2023	107.95	107.95	05/25/2023
50106	MIDWEST TAPE LLC	503779790	AV - LIBRARY	05/12/2023	270.36	270.36	05/25/2023
50106	MIDWEST TAPE LLC	503823597	AV - LIBRARY	05/23/2023	97.19	97.19	06/01/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 50106:					1,140.22	1,140.22	
50114							
50114	Ozaukee County Sheriffs Office	123644	POLICE UNIFORMS	04/19/2023	695.00	695.00	05/04/2023
Total 50114:					695.00	695.00	
50174							
50174	WI DEPT OF AG TRADE CONSU	115-000003022	WEIGHTS & MEASURERS	05/08/2023	1,600.00	1,600.00	05/18/2023
Total 50174:					1,600.00	1,600.00	
91507							
91507	HAROLDS LANDSCAPING	17348	TOP SOIL	04/27/2023	270.00	270.00	05/18/2023
91507	HAROLDS LANDSCAPING	17348	TOP SOIL - FUEL CHARGE	04/27/2023	6.00	6.00	05/18/2023
91507	HAROLDS LANDSCAPING	17372	TOP SOIL	05/10/2023	276.00	276.00	05/18/2023
Total 91507:					552.00	552.00	
91522							
91522	PLYMOUTH PLUMBING & HEATI	5250	CLIFFORD ST	05/17/2023	1,254.75	1,254.75	05/25/2023
91522	PLYMOUTH PLUMBING & HEATI	5265	CLIFFORD ST	05/18/2023	1,021.00	1,021.00	05/25/2023
Total 91522:					2,275.75	2,275.75	
91526							
91526	CDW GOVERNMENT INC	JK22019	OFFICE PRO	05/03/2023	397.22	397.22	05/18/2023
Total 91526:					397.22	397.22	
91561							
91561	PACE ANALYTICAL SERVICES I	23040131915	SLUDGE DISPOSAL	05/17/2023	250.00	250.00	05/25/2023
91561	PACE ANALYTICAL SERVICES I	2340131346	LANDFILL	05/03/2023	1,524.00	1,524.00	05/11/2023
91561	PACE ANALYTICAL SERVICES I	2340131512	LANDFILL	05/08/2023	759.00	759.00	05/11/2023
91561	PACE ANALYTICAL SERVICES I	2340132238	LABORATORY	05/24/2023	292.00	292.00	06/01/2023
91561	PACE ANALYTICAL SERVICES I	2340132326	SLUDGE DISPOSAL	05/26/2023	267.00	267.00	06/01/2023
Total 91561:					3,092.00	3,092.00	
91771							
91771	WI DEPT OF NATURAL RESOUR	WU102945	WATER USE FEE	05/15/2023	1,546.00	1,546.00	06/01/2023
Total 91771:					1,546.00	1,546.00	
91886							
91886	PLYMOUTH JOINT SCHOOL DIS	STMT051523	MOBILE HOME FEE	05/15/2023	1,605.23	1,605.23	05/18/2023
Total 91886:					1,605.23	1,605.23	
91993							
91993	HIGH STAR SUPPLY	42261	PARKS EQUIPMENT REPAIR &	05/19/2023	104.85	104.85	06/01/2023
Total 91993:					104.85	104.85	
92133							
92133	ENDURACLEAN INC	15325	TOILET PAPER	05/02/2023	75.08	75.08	05/11/2023
92133	ENDURACLEAN INC	15325	CENTER PULL TOWEL	05/02/2023	263.00	263.00	05/11/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
92133	ENDURACLEAN INC	15325	KLEENEX TISSUE	05/02/2023	76.67	76.67	05/11/2023
92133	ENDURACLEAN INC	15328	PARKS JANITORIAL	05/02/2023	380.62	380.62	05/18/2023
92133	ENDURACLEAN INC	15343	PARKS JANITORIAL	05/08/2023	180.34	180.34	05/18/2023
Total 92133:					975.71	975.71	
92139							
92139	MID-AMERICAN RESEARCH CH	0791529-IN	WWTP BUILDING & GROUNDS	05/19/2023	700.00	700.00	06/01/2023
Total 92139:					700.00	700.00	
92148							
92148	ANSER	6509-052223	ANSWERING SERVICE	05/22/2023	927.00	927.00	05/25/2023
Total 92148:					927.00	927.00	
92174							
92174	AIRGAS USA LLC	9996422944	OPERATING SUPPLIES FIRE M	04/30/2023	66.40	66.40	05/18/2023
92174	AIRGAS USA LLC	9996534664	BOTTLED GAS CYLINDER RENT	04/30/2023	63.00	63.00	05/11/2023
92174	AIRGAS USA LLC	9996534664	BOTTLED GAS CYLINDER RENT	04/30/2023	48.73	48.73	05/11/2023
Total 92174:					178.13	178.13	
92475							
92475	J F AHERN CO	575773	CONTRACT - CITY HALL MAINT	05/10/2023	804.00	804.00	05/18/2023
92475	J F AHERN CO	575879	BLDG MAINT-UTILITY BLDG	05/10/2023	1,791.75	1,791.75	05/18/2023
Total 92475:					2,595.75	2,595.75	
92503							
92503	GIBBSVILLE IMPLEMENT INC	14003	TREE CLEARING SUPPLIES	04/28/2023	16.14	16.14	05/04/2023
92503	GIBBSVILLE IMPLEMENT INC	14989	PARKS EQUIPMENT REPAIR &	05/23/2023	278.98	278.98	06/01/2023
Total 92503:					295.12	295.12	
92717							
92717	VERIZON WIRELESS	9932806114	PHONE FIRE	04/18/2023	35.99	35.99	05/04/2023
92717	VERIZON WIRELESS	9935187086	PHONE - FIRE	05/18/2023	35.99	35.99	06/01/2023
Total 92717:					71.98	71.98	
92811							
92811	CUSTOM CRAFT TROPHY	46486	UNIFORMS - POLICE	05/01/2023	10.00	10.00	05/18/2023
Total 92811:					10.00	10.00	
92813							
92813	MARSHALL SIGN LLC	296674	OPERATING SUPPLIES - POLIC	03/24/2023	67.00	67.00	05/18/2023
92813	MARSHALL SIGN LLC	296789	OPERATING SUPPLIES - POLIC	04/19/2023	50.00	50.00	05/11/2023
92813	MARSHALL SIGN LLC	296936	MURAL - LIBRARY	05/16/2023	150.00	150.00	05/25/2023
Total 92813:					267.00	267.00	
92820							
92820	TERRASPATIAL TECHNOLOGIE	20180706	MONTHLY USER FEES	05/10/2023	1,000.00	1,000.00	05/18/2023
Total 92820:					1,000.00	1,000.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
92854							
92854	OSHKOSH FIRE & POLICE EQUI	190495	CAPTIAL EQUIPMENT - FIRE	04/17/2023	6,200.00	6,200.00	05/04/2023
92854	OSHKOSH FIRE & POLICE EQUI	190495	CAPTIAL EQUIPMENT - FIRE	04/17/2023	3,100.00	3,100.00	05/04/2023
Total 92854:					9,300.00	9,300.00	
92881							
92881	MIDSTAR PRINTING	12674	OFFICE SUPPLIES	05/11/2023	655.80	655.80	05/25/2023
Total 92881:					655.80	655.80	
92957							
92957	FRONTIER	STMT050223	MONITORING SERVICE	04/22/2023	125.88	125.88	05/04/2023
92957	FRONTIER	STMT052323	MONITORING SERVICE	05/16/2023	205.39	205.39	05/25/2023
92957	FRONTIER	STMT053123	WELL MONITORING	05/19/2023	153.06	153.06	06/01/2023
92957	FRONTIER	STMT053123A	MONITORING SERVICE	05/22/2023	125.88	125.88	06/01/2023
92957	FRONTIER	STMT060223	PHONE - GOLF COURSE	05/03/2023	88.57	88.57	05/11/2023
92957	FRONTIER	STMT061823	PHONE - LIBRARY	05/19/2023	245.54	245.54	06/01/2023
92957	FRONTIER	STMT061823	PHONE - POLICE	05/19/2023	286.85	286.85	06/01/2023
92957	FRONTIER	STMT061823	PHONE - 911 DIAL LINES	05/19/2023	90.27	90.27	06/01/2023
92957	FRONTIER	STMT061823	PHONE - AQUATIC CENTER	05/19/2023	131.96	131.96	06/01/2023
92957	FRONTIER	STMT061823	CITY PHONE	05/19/2023	449.00	449.00	06/01/2023
92957	FRONTIER	STMT061823	PHONE - UTILITIES	05/19/2023	911.00	911.00	06/01/2023
Total 92957:					2,813.40	2,813.40	
92982							
92982	HOPP NEUMANN HUMKE LLP	10745-001M 1	LEGAL SERVICE	05/02/2023	6,209.00	6,209.00	05/11/2023
92982	HOPP NEUMANN HUMKE LLP	10745-005M 1	LEGAL SERVICE	05/02/2023	151.00	151.00	05/18/2023
92982	HOPP NEUMANN HUMKE LLP	10745-013M 1	LEGAL SERVICE	05/02/2023	1,958.00	1,958.00	05/11/2023
92982	HOPP NEUMANN HUMKE LLP	10745-034M 2	LEGAL SERVICE	05/02/2023	252.00	252.00	05/18/2023
92982	HOPP NEUMANN HUMKE LLP	10745-099M 5	LEGAL SERVICE	05/02/2023	30.00	30.00	05/11/2023
92982	HOPP NEUMANN HUMKE LLP	10745-103M 1	LEGAL SERVICE	05/02/2023	312.00	312.00	05/11/2023
Total 92982:					8,912.00	8,912.00	
92994							
92994	HARPER PUMPING	H988914	CLIFFORD STREET	05/16/2023	998.00	998.00	05/25/2023
Total 92994:					998.00	998.00	
93036							
93036	SEERA	STMT051023	FOCUS ON ENERGY PAYMENT	05/10/2023	5,314.13	5,314.13	05/11/2023
Total 93036:					5,314.13	5,314.13	
93183							
93183	SABEL MECHANICAL LLC	230271	LIFT STATION MAINT	04/24/2023	1,004.37	1,004.37	05/11/2023
Total 93183:					1,004.37	1,004.37	
93287							
93287	MONITORING SERVICES LLC	3411	CONTRACT - FIRE INSPECTION	05/01/2023	306.00	306.00	05/25/2023
Total 93287:					306.00	306.00	
93432							
93432	ADVANCED DISPOSAL SVCS S	0082103-4172-	CONTRACT - RECYCLING	05/01/2023	9,637.32	9,637.32	05/18/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
93432	ADVANCED DISPOSAL SVCS S	0082103-4172-	CONTRACT - GARBAGE	05/01/2023	26,377.47	26,377.47	05/18/2023
93432	ADVANCED DISPOSAL SVCS S	0082103-4172-	FUEL SURCHARGE	05/01/2023	360.14	360.14	05/18/2023
93432	ADVANCED DISPOSAL SVCS S	0082103-4172-	HOUSING AUTHORITY - GARBA	05/01/2023	345.00	345.00	05/18/2023
93432	ADVANCED DISPOSAL SVCS S	0082107-4172-	WASTE DISPOSAL SERVICE	05/01/2023	3,069.35	3,069.35	05/11/2023
93432	ADVANCED DISPOSAL SVCS S	0082107-4172-	WASTE DISPOSAL SERVICE	05/01/2023	393.58	393.58	05/11/2023
Total 93432:					40,182.86	40,182.86	
93556							
93556	EHLERS INVESTMENT PARTNE	STMT051723	INVESTMENT FEES	05/17/2023	2,588.54	2,588.54	05/18/2023
93556	EHLERS INVESTMENT PARTNE	STMT051723	INVESTMENT FEES	05/17/2023	833.32	833.32	05/18/2023
Total 93556:					3,421.86	3,421.86	
93634							
93634	LANDS END BUSINESS OUTFIT	SIN11199165	CLOTHING ALLOWANCE	05/03/2023	478.01	478.01	05/25/2023
Total 93634:					478.01	478.01	
93665							
93665	ITSAVVY LLC	01424956	HP PRODESK 400 G7	05/15/2023	1,439.66	1,439.66	05/25/2023
93665	ITSAVVY LLC	01424956	HP PRODESK 400 G7	05/15/2023	2,879.32	2,879.32	05/25/2023
93665	ITSAVVY LLC	01425189	SMART TECHNOLOGIES SMAR	05/16/2023	5,264.81	5,264.81	05/25/2023
93665	ITSAVVY LLC	01425207	MICROSOFT OFFICE HOME & B	05/16/2023	479.34	479.34	05/25/2023
Total 93665:					10,063.13	10,063.13	
93806							
93806	SCHNEIDER ELECTRIC SYSTE	94704063	ECOSTRUXURE GEO SCADA C	12/21/2022	5,260.48	5,260.48	05/11/2023
Total 93806:					5,260.48	5,260.48	
93838							
93838	NORTH CENTRAL LABS OF WI I	487000	LABORATORY SUPPLIES	05/08/2023	165.30	165.30	05/18/2023
93838	NORTH CENTRAL LABS OF WI I	487375	LABORATORY SUPPLIES	05/16/2023	437.44	437.44	05/25/2023
Total 93838:					602.74	602.74	
93845							
93845	HYDRO CORP INC	0072074-IN	CROSS CONNECTION PROGRA	04/28/2023	1,083.00	1,083.00	05/04/2023
93845	HYDRO CORP INC	0072534-IN	CROSS CONNECTION PROGRA	05/30/2023	1,083.00	1,083.00	06/01/2023
Total 93845:					2,166.00	2,166.00	
93877							
93877	INFOSEND INC	234799	BILL MAILING SERVICE	04/28/2023	4,694.78	4,694.78	05/25/2023
Total 93877:					4,694.78	4,694.78	
93901							
93901	ADVANCE AUTO PARTS	873031432952	BATTERY	05/23/2023	140.65	140.65	06/01/2023
93901	ADVANCE AUTO PARTS	873031503553	BATTERY	05/30/2023	74.98	74.98	06/01/2023
Total 93901:					215.63	215.63	
94128							
94128	FORSTER ELECTRICAL ENGIN	24575	SUBSTATION #5 PERMITTING	04/28/2023	5,277.50	5,277.50	05/11/2023
94128	FORSTER ELECTRICAL ENGIN	24576	SUBSTATION #5 PERMITTING	05/09/2023	2,255.00	2,255.00	05/11/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
94128	FORSTER ELECTRICAL ENGIN	24639	SUBSTATION #5 PERMITTING	05/24/2023	4,451.25	4,451.25	06/01/2023
94128	FORSTER ELECTRICAL ENGIN	24640	SUBSTATION #5 PERMITTING	05/24/2023	5,211.10	5,211.10	06/01/2023
94128	FORSTER ELECTRICAL ENGIN	24641	SUBSTATION #5 PERMITTING	05/24/2023	650.00	650.00	06/01/2023
Total 94128:					17,844.85	17,844.85	
94138							
94138	COUNTRY EQUIPMENT SERVIC	20137	EQUIPMENT/REPAIR FIRE	05/15/2023	38.00	38.00	06/01/2023
94138	COUNTRY EQUIPMENT SERVIC	20137	EQUIPMENT/REPAIR FIRE	05/15/2023	19.00	19.00	06/01/2023
Total 94138:					57.00	57.00	
94178							
94178	HAYDEN WATER COMPANY LLC	159433	LABORATORY SUPPLIES	05/12/2023	196.00	196.00	05/18/2023
Total 94178:					196.00	196.00	
94248							
94248	BOBCAT OF JANESVILLE	02-254869	SAMSON AMSTEEL BLUE 120'	05/08/2023	370.00	370.00	05/18/2023
94248	BOBCAT OF JANESVILLE	02-254869	FREIGHT	05/08/2023	22.50	22.50	05/18/2023
Total 94248:					392.50	392.50	
94284							
94284	KSI INC	6248	SET TRANSFORMER	04/28/2023	570.00	570.00	05/04/2023
Total 94284:					570.00	570.00	
94333							
94333	FISCHERS FLEET SERVICE INC	69237	VEHICLE MAINTENANCE FIRE	05/04/2023	1,719.77	1,719.77	05/18/2023
94333	FISCHERS FLEET SERVICE INC	69358	FLEET VEHICLE MAINTENANC	05/08/2023	6,516.71	6,516.71	05/25/2023
Total 94333:					8,236.48	8,236.48	
94363							
94363	GAPPA SECURITY SOLUTIONS	27383	PARKS MATERIALS	05/08/2023	48.00	48.00	05/18/2023
94363	GAPPA SECURITY SOLUTIONS	27411	PARKS MATERIALS	05/15/2023	24.00	24.00	06/01/2023
Total 94363:					72.00	72.00	
94491							
94491	H & R SAFETY SOLUTIONS INC	7881	SMOKE SAFETY GLASSES	05/11/2023	142.80	142.80	05/18/2023
Total 94491:					142.80	142.80	
94503							
94503	AMARIL UNIFORM COMPANY	IV244814	CARHART VEST SIZE MEDIUM	05/15/2023	179.00	179.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	NSA SWEATSHIRT MEDIUM	05/15/2023	189.00	189.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	BENCHMARK LONG SLEEVE S	05/15/2023	112.00	112.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	LAKELAND SWEATSHIRT MEDI	05/15/2023	225.00	225.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	CARHARTT PANTS 30 X 34	05/15/2023	79.00	79.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	ARIAT PANTS 30 X 34	05/15/2023	176.00	176.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	DRIFIRE SHIRT LARGE TALL	05/15/2023	143.75	143.75	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	CARHARTT PANTS 34 X 34 KH	05/15/2023	72.00	72.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	CARHARTT PANTS 34 X 32 KHA	05/15/2023	72.00	72.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	NSA SWEATSHIRT LARGE	05/15/2023	189.00	189.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	ARIAT PANTS 34 X 34 GRAY	05/15/2023	86.00	86.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	ARIAT LONG SLEEVE SHIRT XL	05/15/2023	66.00	66.00	05/25/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
94503	AMARIL UNIFORM COMPANY	IV244814	CARHARTT PANTS 34X34 NAV	05/15/2023	144.00	144.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	CARHARTT PANTS 34X34 DE	05/15/2023	134.00	134.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	CARHARTT PANTS 36 X 34 KHA	05/15/2023	72.00	72.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	WRANGLER PANTS 31 X 34	05/15/2023	132.00	132.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	CARHARTT LONG SLEEVE SHI	05/15/2023	69.00	69.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	BULWARK SWEATSHIRT MEDIU	05/15/2023	166.75	166.75	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	ARIAT PANTS 36X32	05/15/2023	154.00	154.00	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	COMPANY LOGO	05/15/2023	58.50	58.50	05/25/2023
94503	AMARIL UNIFORM COMPANY	IV244814	SHIPPING	05/15/2023	39.22	39.22	05/25/2023
Total 94503:					2,558.22	2,558.22	
94517							
94517	DEAN ENTERPRISES LLC	A-142198	CONTRACT - GOLF COURSE	04/28/2023	182.50	182.50	05/04/2023
94517	DEAN ENTERPRISES LLC	A-142205	PARKS CONTRACTOR	04/28/2023	182.50	182.50	05/04/2023
94517	DEAN ENTERPRISES LLC	A-143317	CONTRACT - GOLF COURSE	05/26/2023	79.02	79.02	06/01/2023
94517	DEAN ENTERPRISES LLC	A-143323	PARKS CONTRACTOR	05/26/2023	57.94	57.94	06/01/2023
Total 94517:					501.96	501.96	
94573							
94573	DIGICORP INC	345936	OFFICE 365 - MFA	04/26/2023	4.00	4.00	05/04/2023
94573	DIGICORP INC	345937	SENTINEL ONE EDR SUBSCRIP	04/26/2023	480.00	480.00	05/04/2023
94573	DIGICORP INC	346337	CO-TERM QUOTE AGREEMENT	05/19/2023	3,308.67	3,308.67	05/25/2023
94573	DIGICORP INC	346396	SENTINEL ONE EDR SUBSCRIP	05/23/2023	484.00	484.00	05/25/2023
Total 94573:					4,276.67	4,276.67	
94621							
94621	COUNTRY VISIONS	7877	GRASS SEED	05/11/2023	185.00	185.00	05/25/2023
94621	COUNTRY VISIONS	8970	WEED KILLER	05/22/2023	58.98	58.98	06/01/2023
Total 94621:					243.98	243.98	
94625							
94625	MARCO TECHNOLOGIES LLC N	INV11190807	PRINTER CONTRACT	05/08/2023	372.61	372.61	05/18/2023
94625	MARCO TECHNOLOGIES LLC N	INV11210710	HP COLOR LASERJET PRO PRI	05/12/2023	440.00	440.00	05/25/2023
94625	MARCO TECHNOLOGIES LLC N	INV11238921	OFFICE SUPPLIES - POLICE	05/22/2023	70.35	70.35	06/01/2023
94625	MARCO TECHNOLOGIES LLC N	INV11239169	OFFICE SUPPLIES - FIRE	05/22/2023	34.96	34.96	06/01/2023
94625	MARCO TECHNOLOGIES LLC N	INV11239169	OFFICE SUPPLIES - FIRE	05/22/2023	17.47	17.47	06/01/2023
Total 94625:					935.39	935.39	
95015							
95015	STEINER HEATING INC	54442	YOUTH CENTER CONTRACTOR	05/03/2023	550.00	550.00	05/18/2023
Total 95015:					550.00	550.00	
95114							
95114	ME BULBS	42092453-01	BUILDINGS & GROUNDS	05/01/2023	577.52	577.52	05/11/2023
Total 95114:					577.52	577.52	
95122							
95122	MACQUEEN EQUIPMENT	P14946	EQUIPMENT/REPAIR FIRE	05/05/2023	1,062.00	1,062.00	05/18/2023
95122	MACQUEEN EQUIPMENT	P14946	EQUIPMENT/REPAIR FIRE	05/05/2023	531.00	531.00	05/18/2023
95122	MACQUEEN EQUIPMENT	P15597	EQUIPMENT/REPAIR FIRE	05/22/2023	301.79	301.79	06/01/2023
95122	MACQUEEN EQUIPMENT	P15597	EQUIPMENT/REPAIR FIRE	05/22/2023	150.89	150.89	06/01/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 95122:					2,045.68	2,045.68	
95125							
95125	FALLS ACE HARDWARE	25008	TOOLS	05/01/2023	29.93	29.93	05/04/2023
95125	FALLS ACE HARDWARE	25010	HARDWARE	05/01/2023	2.29	2.29	05/04/2023
95125	FALLS ACE HARDWARE	25011	TOOLS	05/01/2023	19.77	19.77	05/04/2023
95125	FALLS ACE HARDWARE	25185	SHOP TOOLS	05/19/2023	124.94	124.94	05/25/2023
Total 95125:					176.93	176.93	
95196							
95196	GRAY'S INC	38201	GARAGE SMALL EQUIPMENT R	05/12/2023	489.30	489.30	05/25/2023
Total 95196:					489.30	489.30	
95256							
95256	STRYKER SALES CORPORATIO	4148002M	MEDICAL SUPPLIES	05/01/2023	1,530.00	1,530.00	05/18/2023
Total 95256:					1,530.00	1,530.00	
95281							
95281	LEAVES INSPIRED TREE NURS	942	CAP C TREE IMPROVEMENTS	04/25/2023	8,874.53	8,874.53	05/11/2023
95281	LEAVES INSPIRED TREE NURS	966	CAP C TREE IMPROVEMENTS	04/25/2023	2,205.00	2,205.00	05/11/2023
Total 95281:					11,079.53	11,079.53	
95299							
95299	GOVHR USA	3-03-23-178	POLICE CHIEF SEARCH	03/28/2023	7,226.28	7,226.28	05/04/2023
Total 95299:					7,226.28	7,226.28	
95332							
95332	PLYMOUTH ALLIANCE CHURCH	STMT050923	TAX REFUND	05/09/2023	2,710.24	2,710.24	05/11/2023
Total 95332:					2,710.24	2,710.24	
95386							
95386	SAND CREEK CONSULTANTS	8183	INCINERATOR SITE	05/19/2023	2,550.00	2,550.00	06/01/2023
Total 95386:					2,550.00	2,550.00	
95436							
95436	JIM'S GOLF CARS, INC	734	GOLF COURSE - EQUIPMENT	04/26/2023	317.50	317.50	05/11/2023
95436	JIM'S GOLF CARS, INC	736	GOLF COURSE - EQUIPMENT	04/26/2023	105.64	105.64	05/11/2023
Total 95436:					423.14	423.14	
95459							
95459	BLACK DAWG DIESEL LLC	4639	GARAGE LARGE EQUIPMENT C	04/28/2023	3,126.52	3,126.52	05/04/2023
Total 95459:					3,126.52	3,126.52	
95616							
95616	DAKOTA SUPPLY GROUP	S102643070.0	PVC FITTINGS	04/11/2023	62.62	62.62	05/11/2023
95616	DAKOTA SUPPLY GROUP	S102736537.0	STORM SEWER MATERIALS	05/15/2023	172.60	172.60	05/18/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 95616:					235.22	235.22	
95714							
95714	TRANSUNION RISK AND ALTER	1355047-2023	OPERATING SUPPLIES - POLIC	05/01/2023	75.00	75.00	05/18/2023
Total 95714:					75.00	75.00	
95716							
95716	SHAKEDOWN TOOLS LLC	15465	GARAGE HARDWARE AND TOO	05/17/2023	23.95	23.95	05/25/2023
Total 95716:					23.95	23.95	
95743							
95743	ESSENTIAL SEWER & WATER S	C-6 P.O.42008	WATER MAIN BREAK	05/26/2023	3,240.00	.00	
Total 95743:					3,240.00	.00	
95759							
95759	PLYMOUTH MHP LLC	6883171209	REFUND OVERPAYMENT	05/09/2023	127.41	127.41	05/11/2023
Total 95759:					127.41	127.41	
95832							
95832	BORGELT POWELL PETERSON	196462	LEGAL FEES-N. HUBERTY	04/13/2023	3,557.39	3,557.39	05/04/2023
Total 95832:					3,557.39	3,557.39	
95899							
95899	TERESE SHAW	STMT050123	PETTY CASH - POLICE	05/01/2023	15.96	15.96	05/11/2023
95899	TERESE SHAW	STMT050323	PETTY CASH - POLICE	05/03/2023	88.84	88.84	05/11/2023
95899	TERESE SHAW	STMT051223	PETTY CASH - POLICE	05/12/2023	88.00	88.00	05/18/2023
Total 95899:					192.80	192.80	
95909							
95909	ACEK9	286523	DOG UNIT EXPENSE	05/02/2023	168.00	168.00	05/11/2023
Total 95909:					168.00	168.00	
95917							
95917	BADGER LABORATORIES INC	23-004303	WATER SAMPLES	03/03/2023	175.00	175.00	05/25/2023
95917	BADGER LABORATORIES INC	23-006931	WATER SAMPLES	04/24/2023	175.00	175.00	05/11/2023
95917	BADGER LABORATORIES INC	23-007825	WATER SAMPLES	05/12/2023	175.00	175.00	05/25/2023
95917	BADGER LABORATORIES INC	23-008778	WATER SAMPLES	05/25/2023	175.00	175.00	06/01/2023
Total 95917:					700.00	700.00	
95933							
95933	STEINIG TAL KENNEL LLC	1917	K9 UNIT	05/01/2023	950.00	950.00	05/18/2023
Total 95933:					950.00	950.00	
95940							
95940	GORDON FLESCH COMPANY IN	IN14199220	COPY MACHINE	05/07/2023	223.02	223.02	05/11/2023
Total 95940:					223.02	223.02	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
95941							
95941	MANAGED MISCHIEF, LLC	0003496	PROGRAMS - LIBRARY	04/19/2023	75.00	75.00	05/11/2023
Total 95941:					75.00	75.00	
96044							
96044	JOSEPH AND JOSEPH DENTAL	STMT050223	RESTITUTION	05/02/2023	33.66	33.66	05/11/2023
Total 96044:					33.66	33.66	
96045							
96045	GARY BACKHAUS	STMT050223	RESTITUTION	05/02/2023	33.66	33.66	05/11/2023
Total 96045:					33.66	33.66	
96100							
96100	MPOWER TECHNOLOGIES INC	5212	INTEGRATOR AND EDITOR DEP	04/29/2023	1,650.00	1,650.00	05/04/2023
Total 96100:					1,650.00	1,650.00	
96133							
96133	PIRTEK MENOMONEE FALLS	MF-T00010752	STREET MACHINERY CAP C	04/28/2023	912.70	912.70	05/04/2023
96133	PIRTEK MENOMONEE FALLS	MF-T00010888	GARAGE LARGE EQUIPMENT R	05/10/2023	643.85	643.85	05/25/2023
Total 96133:					1,556.55	1,556.55	
96160							
96160	LAWSON PRODUCTS INC	9310584973	GARAGE TOOL & HARDWARE	05/04/2023	29.17	29.17	05/11/2023
Total 96160:					29.17	29.17	
96197							
96197	MEAD & HUNT	348155	DIGESTER ROOF - ENGINEERI	05/09/2023	945.00	945.00	05/18/2023
Total 96197:					945.00	945.00	
96215							
96215	SUPERIOR SEWER AND WATE	STMT051823	PONY LANE - ROAD	05/15/2023	19,859.33	19,859.33	05/18/2023
96215	SUPERIOR SEWER AND WATE	STMT051823	PONY LANE - UTILITIES	05/15/2023	4,449.37	4,449.37	05/18/2023
96215	SUPERIOR SEWER AND WATE	STMT051823	E CLIFFORD STREET - ROAD	05/15/2023	1,429.00	1,429.00	05/18/2023
96215	SUPERIOR SEWER AND WATE	STMT051823	E CLIFFORD STREET - UTILITIE	05/15/2023	225,158.50	225,158.50	05/18/2023
Total 96215:					250,896.20	250,896.20	
96216							
96216	ARCHIVE YOUR PAST	05102023STM	PROGRAMS - LIBRARY	05/10/2023	286.88	286.88	05/11/2023
Total 96216:					286.88	286.88	
96222							
96222	ABOVE AND BEYOND CHILDRE	147	EXPERIENCE PASS - LIBRARY	04/18/2023	160.00	160.00	05/04/2023
Total 96222:					160.00	160.00	
96223							
96223	CP2 CONSULTING INC	STMT050823	STRAGTEGIC PLAN	05/08/2023	2,625.00	2,625.00	05/11/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 96223:					2,625.00	2,625.00	
96225							
96225	AM CONSTRUCTION SUPPLY IN	2415	FIRE EQUIPMENT	04/28/2023	200.00	200.00	05/11/2023
96225	AM CONSTRUCTION SUPPLY IN	2415	FIRE EQUIPMENT	04/28/2023	99.99	99.99	05/11/2023
Total 96225:					299.99	299.99	
96226							
96226	MANITOWOC PUBLIC UTILITIES	6886992027	ENERGY ASSISTANCE TRANSF	05/09/2023	140.59	140.59	05/11/2023
Total 96226:					140.59	140.59	
96227							
96227	RICHARD HENDERSON	4881342102	ENERGY STAR INCENTIVE - CW	05/08/2023	40.00	40.00	05/11/2023
Total 96227:					40.00	40.00	
96228							
96228	DENNIS BROOKS	2881750110	ENERGY STAR INCENTIVE - R	05/08/2023	25.00	25.00	05/11/2023
96228	DENNIS BROOKS	2881750110A	ENERGY STAR INCENTIVE - DW	05/08/2023	25.00	25.00	05/11/2023
Total 96228:					50.00	50.00	
96229							
96229	RICHARD & CHRISTINE WHITE	6879005802	ENERGY STAR INCENTIVE - CW	05/15/2023	90.00	90.00	05/18/2023
Total 96229:					90.00	90.00	
96231							
96231	MICHAEL L KOBER	1283	LEGAL DESCRIPTION CHEESE	05/03/2023	465.00	465.00	05/25/2023
Total 96231:					465.00	465.00	
96232							
96232	ANTHONY & NICOLE WALKER	2881528110	REFUND OVERPAYMENT	05/23/2023	224.00	224.00	05/25/2023
Total 96232:					224.00	224.00	
96233							
96233	MEYER & MEYER SERVICES IN	7039	BACKHOE MAINTENANCE	05/22/2023	200.00	200.00	05/25/2023
Total 96233:					200.00	200.00	
Grand Totals:					1,172,311.80	1,169,020.51	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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CITY OF PLYMOUTH- PLYMOUTH UTILITIES

The above listed checks and ACH is in payment of the Utilities' accounts and are hereby approved with the following exceptions:

Exceptions:

THE FINANCE COMMITTEE

Dated: _____

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.
- Invoice Detail.GL account = "0100100001000"- "2200567002200", "2400111000000"- "8000232000000"

City of Plymouth
Police and Fire Commission Meeting Annual Meeting
Tuesday, May 16, 2023 @ 8:30 A.M. Room 210
Plymouth City Hall, 128 Smith Street, Plymouth, WI 53073

Members Present: Warren Wieser, Secretary Sam Suchon, James Flanagan, Mark Melcher, Gary Rooker, Deputy Police Chief Matthew Starker, Police Chief Kenneth Ruggles and Fire Chief Ryan Pafford

Meeting was call to order at 8:30 A.M. in Room 210 @ City Hall, located at 128 Smith Street by Secretary Sam Suchon.

Reading of last minutes of the April 14, 2023 of the Police and Fire Commission meeting by Secretary Sam Suchon. Motion made to approve by James Flanagan and seconded by Warren Wieser. Motion carried.

Update on Plymouth Fire Department by Chief. Ryan Pafford.

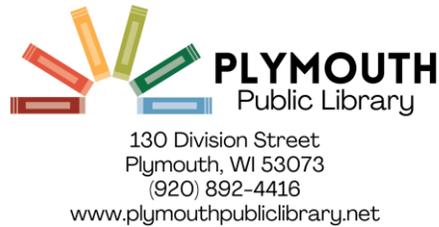
Update on Plymouth Police Department by Deputy Chief Matthew Starker and Police Chief Kenneth Ruggles.

Election of Officers to the Police and Fire Commission --- Position of President: Mark Melcher; Motion made by Warren Wieser and seconded by Sam Suchon. Motion Carried. Position of Vice President: James Flanagan; Motion made by Sam Suchon and seconded by Mark Melcher. Motion carried. Position of Secretary: Warren Wieser, Motion made by Sam Suchon and seconded by James Flanagan. Motion carried.

Motion for adjournment at 9:06 A.M. Motion made by Warren Wieser and seconded by Gary Rooker. Motion carried.

Submitted this 17th day of May, 2023.

Samuel M. Suchon--- Secretary



**PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
May 1, 2023**

Meeting was called to order by J. Van Norwick at 6:32 pm. Present were: S. Britt, K. Murray, P. Norlander, M. Kaczkowski, B. McKnight, J. Van Norwick, S. Gloede, and A. Matzdorf. Absent were: None. Also present: Library Director L. Jochman.

A. Matzdorf introduced herself to the Library Board.

Motion by K. Murray, second by S. Britt to approve the minutes of the April 3, 2023 meeting. Motion passed unanimously.

Motion by P. Norlander, second by K. Murray to approve the financial report for April 2023. Motion passed unanimously.

Director L. Jochman reviewed some highlighted items on her monthly report. This included a report on the book sale, and an update on the Clover Lawn project.

New Business

Director L. Jochman called for nominations for officer positions. K. Murray nominated J. Van Norwick for President and B. McKnight as Vice President. Motion by S. Britt to approve the nominations, second by M. Kaczkowski. Motion passed unanimously.

Director L. Jochman presented the policy that patrons will need to sign before checking out an Experience Pass. She also asked the board to consider a late fee for the late return of the pass to incentivize quick return on the pass so other families can use them. The board discussed the fee. Motion by S. Gloede to approve the policy as written, second by S. Britt. Motion passed unanimously.

Director L. Jochman presented a Program and Display policy as a formal outline for staff. The board had no questions or discussion. Motion by S. Britt to approve the policy, second by P. Norlander. Motion passed unanimously.

Announcements

There were no announcements.

Motion by S. Britt, second by K. Murray to adjourn. Motion passed.
Meeting was adjourned at 7:09 pm.

Submitted by, Leslie Jochman
Library Board Secretary

Contracted inspection fees from the office of Pete Scheuerman

City Of Plymouth May-23

Permits	Date	Address	Name	Description	Value
23084	4/28	815 South Hills	Simon	Window	1,925.00
23085	4/28	138 Beth Cir	Petrie	Deck	6,400.00
23086	5/1	528 North	Watson	Elect. Service	2,800.00
23087	5/1	101 Mead	Halle	Porch Repair	2,000.00
23088	5/1	1205 Hummingbird	Miller	Window	2,000.00
23089	5/2	811 Tallgrass	Streblow	Shower/Tub	7,560.00
23090	5/2	324 Stafford	Lenke	Shed	5,000.00
23091	5/2	216 Division	St Johns Luth	Reroof	10,750.00
23092	5/3	46 Cherry	Keller	Reroof	5,500.00
23093	5/3	901 Reed	Valley View	Reroof	2,729.00
23094	5/3	1096 Prairie	Kaiser	New Home	332,770.00
23095	5/8	520 N Milwaukee	Hyatt	Reroof	10,000.00
23096	5/8	818 Indian Grass	Tall Grass Con	Reroof	14,000.00
23097	5/8	806-808 Tallgrass	Tall Grass Con	Reroof	14,000.00
23098	5/8	802-804 tallgrass	Tall Grass Con	Reroof	13,400.00
23099	5/8	103 E Riverbend	Samolawski	Reroof	8,000.00
23100	5/8	16 Birch	DeRuyter	Reroof	13,150.00
23101	5/8	16 Birch	DeRuyter	Shed	3,800.00
23102	5/8	1103 Eastern	Arndt	Window	13,645.00
23103	5/8	1800 Sunset	Ply. Foam	Move Walls	8,500.00
23104	5/8	24 W Prospect	Schrmer	Reroof	9,741.00
23105	5/9	518 Riverbend	Lee	Elect. Service	1,200.00
23106	5/9	521 Western	Kerntke	Reroof	10,000.00

23107	5/9	1012 Kensington	Meidl	Pergola	5,000.00
23108	5/9	420 Clark	Soukup	Reroof	5,000.00
23109	5/10	33 S Milwaukee	Vanderkm	Garage Roof	2,500.00
Z23110	5/11	118 N Highland	Custom Craft	Banner	
23111	5/11	630 Riverview	Koch	Elect. Service	2,500.00
23112	5/11	417 Western	Roth	Bath Remodel	5,000.00
23113	5/15	²³⁴ Maple/931 Beech	Belkry/Mittiag	Reroof	24,500.00
Z23114	5/16	220 Plymouth	Bear	Fence	5,000.00
23115	5/16	1107 Riverview	Bertucece	Radon Fan	275.00
23116	5/16	1126 Hummingbird	Caruso	Reroof	16,000.00
23117	5/16	1037 Kensington	Seefeldt	Reroof	11,000.00
23118	5/16	414 Schwartz	Benbow	A/C	3,859.00
23119	5/16	34 Lolie	Schmidt	Window	1,451.00
23120	5/16	W6045 woodland	Sargento	Truck Garage	6,600,260.00
23121	5/16	340 Smith	Haunschudkid:	Roof Porch	3,520.00
23122	5/17	604 Beth	Krahn	Shower mixer	11,068.00
23123	5/18	509 Home	Miller	Raze Garage	
23124		Void			
23125	5/22	336 S Highland	Gehr	Window	5,000.00
23126	5/22	336 Highland	Gehr	Garage	10,000.00
23127	5/22	351 Bittersweet	Pfister	Addition	85,000.00
23128	5/23	One Persnickety	Sargento	Office Remodel	201,944.00
23129	5/23	904 Ash	Altmann	Window	6,000.00
23130	5/23	4 Grove	Nester	Window	9,000.00
23131	5/23	428 Walton	Walmart	Remodel	25,000.00
23132	5/23	2121 Eastern	O'Reilly	New Store	950,000.00
23133	5/24	314 Mockingbird	Monson	Reroof	12,500.00

23134	5/24	417 E Mill	Frank	Reroof	26,000.00
23135	5/24	728 STH 57 #84	Scheuren	Deck	700.00

8,526,947.00

No. of All Building Permits		49
Valuation of all Building Permits		\$1,590,695.00
<i>including commercial additions and remodeling</i>		
No. of New Single Family Homes		1
Valuation of all New Home		\$332,770.00
<i>including Two Families</i>		
No. of New Multiple Family Buildings		0
No. of Units		0
Valuation of all Multiple Family		\$0.00
No. of New Commercial/Industrial Buildings		2
Valuation of all Commercial/Industrial Buildings		\$6,603,482.00
No. of Addition to Commercial	Industrial Bldg.	0
Valuation of Additions		\$0.00
Total Permits		52
Total Value		\$8,526,947.00

Date Paid: 6/6/23 Receipt No CC

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: _____

Town Village City of Plymouth

County of Sheboygan

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 06/20/2023 and ending 06/20/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club
- Church
- Lodge/Society
- Chamber of Commerce or similar Civic or Trade Organization
- Veteran's Organization
- Fair Association

(a) Name Plymouth Intergenerational Coalition (Generations)

(b) Address 1500 Douglas Dr Suite D, Plymouth, WI 53073
(Street) Town Village City

(c) Date organized 01/11/2002

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Pam Boulton 46320 Cty Rd W, Cascade, WI 53011
 Vice President Marilyn Morrissey 200 South Hills Ct, Plymouth, WI 53073
 Secretary Luann Travis 11512 Riverview Rd, Plymouth, WI 53073
 Treasurer Jodi Schoerner 1107 River Heights Dr, Plymouth, WI 53073

(g) Name and address of manager or person in charge of affair: and phone number: 920-207-4201
Meghann Weeden 2313 N 11th Str, Sheboygan, WI 53083

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1500 Douglas Dr Suite D, Plymouth, WI 53073

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

(e) Are you requesting to allow underage persons on the premise? Yes X No _____

3. Name of Event

(a) List name of the event Summer Concert Series

(b) Dates of event and times of event: 06/20/23 5pm-8pm

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Luann Travis 5/25/2023
(Signature/date)

Plymouth Intergenerational Coalition
(Name of Organization)

Officer Marilyn Morrissey 5/25/2023
(Signature/date)

Officer Jodi Schoerner 5/25/2023
(Signature/date)

Officer [Signature] 6/1/2023
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Certificate of Insurance, if required, received _____, 2 _____

Date Paid: 6/6/23 Receipt No. CC

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: _____

Town Village City of Plymouth

County of Sheboygan

The named organization applies for: (check appropriate box(es))

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 07/18/2023 and ending 07/18/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → Bona fide Club Church Lodge/Society
 Chamber of Commerce or similar Civic or Trade Organization
 Veteran's Organization Fair Association

(a) Name Plymouth Intergenerational Coalition (Generations)

(b) Address 1500 Douglas Dr Suite D, Plymouth, WI 53073
(Street) Town Village City

(c) Date organized 01/11/2002

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Pam Boulton w4320 Cty Rd W, Cascade, WI 53011
 Vice President Marilyn Morrissey 2000 South Hills Ct, Plymouth, WI 53073
 Secretary Luann Travis 12512 Riverview Rd, Plymouth, WI 53073
 Treasurer Jodi Schoerner 11017 River Heights Dr, Plymouth, WI 53073

(g) Name and address of manager or person in charge of affair: and phone number: 920-207-4201
Meghann Weeden 2313 N 11th Str, Sheboygan, WI 53083

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1500 Douglas Dr Suite D, Plymouth, WI 53073

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

(e) Are you requesting to allow underage persons on the premise? Yes X No _____

3. Name of Event

(a) List name of the event Summer Concert Series

(b) Dates of event and times of event: 07/18/23 5pm-8pm

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Luann Travis 5/25/2023
(Signature/date)

Officer Jodi Schoerner 5/25/2023
(Signature/date)

Plymouth Intergenerational Coalition
(Name of Organization)

Officer Marilyn Morrissey 5/25/2023
(Signature/date)

Officer [Signature] 6/1/2023
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Certificate of Insurance, if required, received _____, 2 _____

Date Paid: 6/6/23 Receipt No. CC

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: _____

Town Village City of Plymouth

County of Sheboygan

The named organization applies for: (check appropriate box(es))

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 08/15/2023 and ending 08/15/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization
 - Fair Association

(a) Name Plymouth Intergenerational Coalition (Generations)

(b) Address 1500 Douglas Dr Suite D, Plymouth, WI 53073
(Street) Town Village City

(c) Date organized 01/11/2002

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Pam Boulton wu320 Cty Rd W, Cascade, WI 53011
 Vice President Marilyn Morrissey 200 South Hills Ct, Plymouth, WI 53073
 Secretary Luann Travis N1512 Riverview Rd, Plymouth, WI 53073
 Treasurer Jodi Schoerner N1017 River Heights Dr, Plymouth, WI 53073

(g) Name and address of manager or person in charge of affair: and phone number: 920-207-4201
Meghann Weeden 2313 N 11th Str, Sheboygan, WI 53083

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1500 Douglas Dr Suite D, Plymouth, WI 53073

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

(e) Are you requesting to allow underage persons on the premise? Yes X No _____

3. Name of Event

(a) List name of the event Summer Concert Series

(b) Dates of event and times of event: 08/15/23 5pm-8pm

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Luann Travis 5/25/2023
(Signature/date)

Officer Jodi Schoerner 5/25/2023
(Signature/date)

Plymouth Intergenerational Coalition
(Name of Organization)

Officer Marilyn Morrissey 5/25/2023
(Signature/date)

Officer [Signature] 6/6/2023
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Certificate of Insurance, if required, received _____, 2 _____

Date Paid: 6/6/23 Receipt No. CC

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: _____

Town Village City of Plymouth

County of Sheboygan

The named organization applies for: (check appropriate box(es))

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 09/19/2023 and ending 09/19/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization
 - Fair Association

(a) Name Plymouth Intergenerational Coalition (Generations)

(b) Address 1500 Douglas Dr Suite D, Plymouth, WI 53073
(Street) Town Village City

(c) Date organized 01/11/2002

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

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 Vice President Marilyn Morrissey 200 South Hills Ct, Plymouth, WI 53073
 Secretary Luann Travis N1512 Riverview Rd, Plymouth, WI 53073
 Treasurer Jodi Schoerner N1017 River Heights Dr, Plymouth, WI 53073

(g) Name and address of manager or person in charge of affair: and phone number: 920-207-4201
Meghann Weeden 2313 N 11th Str, Sheboygan, WI 53083

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1500 Douglas Dr Suite D, Plymouth, WI 53073

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

(e) Are you requesting to allow underage persons on the premise? Yes X No _____

3. Name of Event

(a) List name of the event Summer Concert Series

(b) Dates of event and times of event: 09/19/23 5pm-8pm

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Luann Travis 5/25/2023
(Signature/date)

Officer Jodi Schoerner 5/25/2023
(Signature/date)

Plymouth Intergenerational Coalition
(Name of Organization)

Officer Marilyn Morrissey 5/25/2023
(Signature/date)

Officer Pam Bouillon 6/6/2023
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Certificate of Insurance, if required, received _____, 2 _____

Date Paid: 6/6/23 Receipt No. CC

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: _____

Town Village City of Plymouth

County of Sheboygan

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 08/05/2023 and ending 08/05/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → Bona fide Club Church Lodge/Society

Chamber of Commerce or similar Civic or Trade Organization

Veteran's Organization Fair Association

(a) Name Plymouth Intergenerational Coalition (Generations)

(b) Address 1500 Douglas Dr Suite D, Plymouth, WI 53073
(Street) Town Village City

(c) Date organized 01/11/2002

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Pam Bouillon wu320 City Rd W, Cascade, WI 53011

Vice President Marilyn Morrissey 200 South Hills Ct, Plymouth, WI 53073

Secretary Luann Travis N1512 Riverview Rd, Plymouth, WI 53073

Treasurer Jodi Schoerner N1017 River Heights Dr, Plymouth, WI 53073

(g) Name and address of manager or person in charge of affair: and phone number: 920-207-4201
Meghann Weeden 2313 N 11th Str, Sheboygan, WI 53083

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1500 Douglas Dr Suite D, Plymouth, WI 53073

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

(e) Are you requesting to allow underage persons on the premise? Yes X No _____

3. Name of Event

(a) List name of the event Paul Todd & Friends Concert

(b) Dates of event and times of event: 08/05/23 4pm - 10pm

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Luann Travis 5/25/2023
(Signature/date)

Officer Jodi Schoerner 5/25/2023
(Signature/date)

Plymouth Intergenerational Coalition
(Name of Organization)

Officer Marilyn Morrissey 5/25/2023
(Signature/date)

Officer Pam Bouillon 6/1/2023
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Certificate of Insurance, if required, received _____, 2 _____

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 6-6-2023

Town Village City of Plymouth

County of Sheboygan

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning July 27 4:00pm and ending July 27 11:00pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Chamber of Commerce or similar Civic or Trade Organization
 - Veteran's Organization
 - Fair Association

(a) Name Plymouth Municipal Band

(b) Address W5742 ERIC court Plymouth WI 53013
(Street) Town Village City

(c) Date organized 1886

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Dan Albright W5742 ERIC court Plymouth WI 53013 920-838-8084

Vice President Bary Rosche W27889 Center Rd Glenbrook 920-912-1227

Secretary Anne Smith 403 S. Hills Drive 920-698-7573

Treasurer George Smith 403 S. Hills Dr. 715-607-0624

(g) Name and address of manager or person in charge of affair: and phone number: 920-838-4086
Dan Albright

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number city Park Beer Garden 203 subrke Road Plymouth

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Beer Garden

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

(e) Are you requesting to allow underage persons on the premise? Yes X No _____

3. Name of Event

(a) List name of the event German night in city park

(b) Dates of event and times of event: July 27 4:00 p.m to 11:00 pm

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature]
(Signature/date)

Plymouth Municipal Band
(Name of Organization)

Officer [Signature]
(Signature/date)

Officer [Signature]
(Signature/date)

Officer [Signature]
(Signature/date)

Date Filed with Clerk 6/6/23

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Certificate of Insurance, if required, received _____, 2 _____

June 6th, , 2023

Jessica Bumbard-Kinch
52 Stafford
(920) 893-0552
52 S Stafford Street
Plymouth, WI
Agent: Jessica Bumbard-Kinch
fourcrownsat52stafford@gmail.com

Re: Retail alcohol beverage license temporary expansion/change of premise

Greetings,

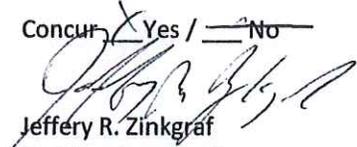
I am requesting a temporary expansion/change of premise for my retail alcohol beverage license for June 24th , 2023. This would expire on June 25th, , 2023. At the time of expiration my licensed premise description shall return to the description identified and approved as part of my annual retail alcohol beverage license application.

The American Legion has approved our request with the understanding that there will be a limited liability release which is currently - as of the date of this letter - in process. Their signature by their representative below indicates written authorization.

Kind Regards,

Jessica Bumbard-Kinch

Concur, Yes / No


Jeffery R. Zinkgraf

1st Vice Commander

Ladewig-Zinkgraf American Legion Post 243

ALCOHOLIC BEVERAGE LICENSE RENEWAL APPLICATIONS

JULY 1, 2023 to JUNE 30, 2024

(All required information verified by the Plymouth Police Department and the Clerk's Office)

CLASS "A" BEER

Date of Council Consideration:	Name	Address
June 13, 2023	Kwik Trip	2480 Eastern Ave.
June 13, 2023	Walgreens	2455 Eastern Ave.

"CLASS A" CIDER ONLY

Date of Council Consideration	Name	Address
June 13, 2023	Kwik Trip	2480 Eastern Ave.

CLASS A COMBINATION BEER & LIQUOR

Date of Council Consideration:	Name	Address
June 13, 2023	Pick 'N Save	2643 Eastern Ave.
June 13, 2023	Piggly Wiggly	1411 Eastern Ave.
June 13, 2023	Plymouth BP	1312 Eastern Ave.
June 13, 2023	Plymouth Cut Rate Inc.	1516 Eastern Ave.
June 13, 2023	Rstore	103 N. Milwaukee St.
June 13, 2023	Walmart	428 Walton Dr.

CLASS "B" BEER

Date of Council Consideration	Name	Address
June 13, 2023	Devour	1611 Eastern Ave.
June 13, 2023	Sheboygan County Fair Association	229 Fairview Dr.

"CLASS C" WINE

Date of Council Consideration	Name	Address
June 13, 2023	Devour	1611 Eastern Ave.

"CLASS B" COMBINATION BEER & LIQUOR

Date of Council Consideration	Name	Address
June 13, 2023	Antoinette's, Antonio's, & Amore	18 W. Mill St.
June 13, 2023	Bruce's Brown Bottle	401 E. Mill St.
June 13, 2023	City Club	228 E. Mill St.
June 13, 2023	Cozy Bar	116 E. Mill St.
June 13, 2023	DeO's Pizzeria & Pub	417 E. Mill St.
June 13, 2023	52 Stafford	52 Stafford St.
June 13, 2023	PJ Campbell's at the Depot	114 Depot Rd.
June 13, 2023	Plymouth Tap	101 E. Mill St.
June 13, 2023	Wild Shots Pub	423 E. Mill St.
June 13, 2023	Turner Hall	202 Elizabeth St.

"CLASS B" COMBINATION BEER & LIQUOR - RESERVED LICENSES

Date of Council Consideration	Name	Address
June 13, 2023	Plymouth Arts Center	520 E. Mill St.
June 13, 2023	Sweet Basil	645 Walton Dr.
June 13, 2023	Las Brisas	1414 Eastern Ave.
June 13, 2023	Moxie	301 E Mill St.

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: May 26, 2023
TO: Mayor and Common Council
FROM: Cathy Austin, Director of Public Works
RE: **Resolution 10 of 2023 - 2022 Compliance Maintenance Annual Report (CMAR)**

The Compliance Maintenance Annual Report (CMAR) is a yearly report required by the Department of Natural Resources (DNR) who promulgate the discharge values in compliance with the Environmental Protection Agency (EPA). The purpose of the CMAR is to evaluate the wastewater treatment system for problems or deficiencies.

Attached is the 2022 CMAR for your review.

Recommendation

To approve Resolution 10 of 2023 for the 2022 Compliance Maintenance Annual Report.

Compliance Maintenance Annual Report

Plymouth Utilities Wwtf

Last Updated: Reporting For:
5/25/2023 **2022**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.5216	x	272	x	8.34	=	3,452
February	1.4840	x	272	x	8.34	=	3,360
March	1.9165	x	267	x	8.34	=	4,263
April	2.3434	x	191	x	8.34	=	3,733
May	1.9591	x	252	x	8.34	=	4,116
June	2.0913	x	271	x	8.34	=	4,732
July	1.7213	x	267	x	8.34	=	3,826
August	1.6805	x	270	x	8.34	=	3,785
September	1.6863	x	265	x	8.34	=	3,723
October	1.5621	x	312	x	8.34	=	4,065
November	1.6487	x	260	x	8.34	=	3,569
December	1.6287	x	291	x	8.34	=	3,951

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	2.23	x	90	=	2.007
		x	100	=	2.23
Design BOD, lbs/day	6400	x	90	=	5760
		x	100	=	6400

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	1	1	0	0
May	1	0	0	0	0
June	1	1	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		2	1	0	0
Points		4	1	0	0
Total Number of Points					5

5

Compliance Maintenance Annual Report

Plymouth Utilities Wwtf

Last Updated: Reporting For:
5/25/2023 2022

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?
● Yes Enter last calibration date (MM/DD/YYYY)

2022-09-06

○ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

● Yes

○ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

○ Yes

● No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

● Yes

● Yes

● Yes

○ No

○ No

○ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

● Yes

2758679

gallons

○ No

Holding Tanks

● Yes

8437050

gallons

○ No

Grease Traps

● Yes

36327

gallons

○ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

We do not accept grease at our headworks based on experience. It plugs up our bar screen.

We do accept it into our primary digester for biogas production. However, that grease does not contain plastics, rags and other debris.

Plant performance is affected by grease into our headworks.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

○ Yes

Compliance Maintenance Annual Report

Plymouth Utilities Wwtf

Last Updated: Reporting For:
5/25/2023 **2022**

- No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

- Yes
- No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

High strength waste from cheese manufacturers went only into our anaerobic digester.

Grease trap waste went into our anaerobic digester

Procedures include:

Sampling, Time, Source, Hauler, Driver and Gallons logged

We also video record all hauled in waste.

Total Points Generated	5
Score (100 - Total Points Generated)	95
Section Grade	A

Compliance Maintenance Annual Report

Plymouth Utilities Wwtf

Last Updated: Reporting For:
5/25/2023 **2022**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	18	16.2	2	1	0	0
February	18	16.2	2	1	0	0
March	18	16.2	4	1	0	0
April	18	16.2	4	1	0	0
May	10	10	2	1	0	0
June	10	10	0	1	0	0
July	10	10	0	1	0	0
August	10	10	1	1	0	0
September	10	10	2	1	0	0
October	10	10	2	1	0	0
November	18	16.2	1	1	0	0
December	18	16.2	1	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- Yes

Enter last calibration date (MM/DD/YYYY)

- No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

- Yes

- No

Compliance Maintenance Annual Report

Plymouth Utilities Wwtf

Last Updated: Reporting For:
5/25/2023 **2022**

<p>If Yes, please explain:</p> <div style="border: 1px solid black; padding: 2px;">Copper exceedance in 3rd quarter. Could be an outlier due to previous sludge analysis.</div> <p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px;"></div> <p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Plymouth Utilities Wwtf

Last Updated: Reporting For:
5/25/2023 **2022**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	18	16.2	1	1	0	0
February	18	16.2	2	1	0	0
March	18	16.2	3	1	0	0
April	18	16.2	2	1	0	0
May	10	10	1	1	0	0
June	10	10	1	1	0	0
July	10	10	1	1	0	0
August	10	10	1	1	0	0
September	10	10	3	1	0	0
October	10	10	1	1	0	0
November	18	16.2	1	1	0	0
December	18	16.2	1	1	0	0

0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	0	0	
Points	0	0	
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Last Updated: Reporting For:
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Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	7.2		.128	0					
February	7.63		.536	0					
March	13		.338	0					
April	11		1.242	0					
May	18		.527	0					
June	9		.058	0					
July	5		.086	0					
August	5.1		.192	0					
September	7.6		.027	0					
October	4.3		.007	0					
November	5.4		.066	0					
December	5.1		.06	0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.071	1	0
February	1	0.095	1	0
March	1	0.114	1	0
April	1	0.072	1	0
May	1	0.083	1	0
June	1	0.073	1	0
July	1	0.191	1	0
August	1	0.304	1	0
September	1	0.273	1	0
October	1	0.120	1	0
November	1	0.120	1	0
December	1	0.086	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

2318 acres

2.1.2 How many acres did you use?

151.5 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

Yes (30 points)

No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

Yes

No (10 points)

N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - ANAEROBIC SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75			<23.6		<6.2			<13.6				4.2		0	0
Cadmium		39	85			<2.1		.73			2.5				.54		0	0
Copper		1500	4300			787		726			1740				557		1	0
Lead		300	840			18.7		15.5			42.5				12.4		0	0
Mercury		17	57			.47		.62			2.4				.85		0	0
Molybdenum	60		75			11.7		10.5			25				10.2	0		0
Nickel	336		420			45.3		45			100				28.3	0		0
Selenium	80		100			<21.1		6.1			20.3				5.2	0		0
Zinc		2800	7500			980		784			1960				613		0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 1

Exceedence Points

0 (0 Points)

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- 1-2 (10 Points)
 - > 2 (15 Points)
- 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)
- Yes
 - No (10 points)
 - N/A - Did not exceed limits or no HQ limit applies (0 points)
 - N/A - Did not land apply biosolids until limit was met (0 points)
- 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0
Exceedence Points
- 0 (0 Points)
 - 1 (10 Points)
 - > 1 (15 Points)
- 3.1.4 Were biosolids land applied which exceeded the ceiling limit?
- Yes (20 Points)
 - No (0 Points)
- 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

10

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2022 - 03/31/2022
Density:	1,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	anaerobic digestion at 35 Degrees Centigrade

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2022 - 06/30/2022
Density:	2,200
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion at 35 degrees centigrade

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Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2022 - 09/30/2022
Density:	29
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	35 degrees centigrade

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2022 - 12/31/2022
Density:	18,400
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic digestion at 35 degrees centigrade

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2022 - 12/31/2022
Density:	1,000
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion at 35 Degrees C

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

0

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Outfall Number:	002
Method Date:	03/28/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>= 38
Results (if applicable):	40

Outfall Number:	002
Method Date:	05/24/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	44

Outfall Number:	002
Method Date:	08/16/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	64

Outfall Number:	002
Method Date:	10/04/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	60

Outfall Number:	003
Method Date:	05/24/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	44

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

6. Biosolids Storage

0

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<p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> \geq 180 days (0 Points)<input type="radio"/> 150 - 179 days (10 Points)<input type="radio"/> 120 - 149 days (20 Points)<input type="radio"/> 90 - 119 days (30 Points)<input type="radio"/> $<$ 90 days (40 Points)<input type="radio"/> N/A (0 Points) <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 2px;">None</div>	

Total Points Generated	20
Score (100 - Total Points Generated)	80
Section Grade	C

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Last Updated: Reporting For:
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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">● Paper file system○ Computer system○ Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent● Very good○ Good○ Fair○ Poor <p>Describe your rating:</p> <div style="border: 1px solid black; padding: 5px;">Preventative maintenance is critical to operating a successful treatment plant.</div>	

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

TYLER J WOLLERSHEIM

Certification No:

37376

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP		OIC	
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff
- An arrangement with another certified operator
- An arrangement with another community with a certified operator
- An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- A consultant to serve as your certified operator
- None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

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OIT and Basic Certification: ○ Averaging 6 or more CECs per year. ○ Averaging less than 6 CECs per year. Advanced Certification: ● Averaging 8 or more CECs per year. ○ Averaging less than 8 CECs per year.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Chris Russo"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="(920) 893-1471"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="crusso@plymouthutilities.com"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2022"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0												
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2022"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; border: 1px solid black; text-align: right;">1,199,950.85</td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; text-align: right;">0.00</td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; text-align: right;">1,199,950.85</td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; text-align: right;">0.00</td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	1,199,950.85	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	0.00	3.2.3 Adjusted January 1st Beginning Balance	\$	1,199,950.85	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	0.00	
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	1,199,950.85											
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	0.00											
3.2.3 Adjusted January 1st Beginning Balance	\$	1,199,950.85											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	0.00											

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,199,950.85

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 1,144,637.12

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Digester Roof Replacement	\$800,000	2024
2	Secondary Clarifier - Rehab	\$175,000	2025
3	Primary Clarifier - Rehab	\$160,000	2026
4	Replace Bar Screen	\$200,000	2026

5. Financial Management General Comments

Plymouth Utility - Sanitary is in good financial standings.

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	11,977	
February	10,995	
March	12,991	
April	13,312	
May	9,917	
June	10,743	
July	8,137	
August	9,262	
September	8,957	
October	8,717	
November	10,524	
December	10,996	
Total	126,528	0
Average	10,544	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Continually updating pumps with VFD's when pumps fail (and when applicable).

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	120,480	47.17	2,554	107.01	1,126	
February	117,920	41.55	2,838	94.08	1,253	
March	142,480	59.41	2,398	132.15	1,078	
April	132,000	70.30	1,878	111.99	1,179	
May	140,160	60.73	2,308	127.60	1,098	
June	184,640	62.74	2,943	141.96	1,301	
July	164,000	53.36	3,073	118.61	1,383	
August	182,400	52.10	3,501	117.34	1,554	
September	166,800	50.59	3,297	111.69	1,493	
October	141,760	48.43	2,927	126.02	1,125	
November	128,720	49.46	2,603	107.07	1,202	
December	121,600	50.49	2,408	122.48	993	
Total	1,742,960	646.33		1,418.00		0
Average	145,247	53.86	2,727	118.17	1,232	0

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

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7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

2009

By Whom:

SAIC

Describe and Comment:

Recommendations included light replacement, sensors, and other methods to reduce energy use.

Part of the facility

Year:

By Whom:

Describe and Comment:

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY)

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

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A description of routine operation and maintenance activities (see question 2 below)
 Capacity assessment program
 Basement back assessment and correction
 Regular O&M training
 Design and Performance Provisions [NR 210.23 (4) (e)]
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 Construction, Inspection, and Testing
 Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]
 Does your emergency response capability include:
 Responsible personnel communication procedures
 Response order, timing and clean-up
 Public notification protocols
 Training
 Emergency operation protocols and implementation procedures
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 Special Studies Last Year (check only those that apply):
 Infiltration/Inflow (I/I) Analysis
 Sewer System Evaluation Survey (SSES)
 Sewer Evaluation and Capacity Management Plan (SECAP)
 Lift Station Evaluation Report
 Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="24.5"/>	% of system/year
Root removal	<input type="text" value="0"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="6"/>	% of system/year
Manhole inspections	<input type="text" value="20"/>	% of system/year
Lift station O&M	<input type="text" value="4"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="1"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0"/>	% of private services

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River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="31.71"/>	Total actual amount of precipitation last year in inches
<input type="text" value="34.89"/>	Annual average precipitation (for your location)
<input type="text" value="53.8"/>	Miles of sanitary sewer
<input type="text" value="4"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="1"/>	Number of basement backup occurrences
<input type="text" value="1"/>	Number of complaints
<input type="text"/>	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.02"/>	Basement backups (number/sewer mile)
<input type="text" value="0.02"/>	Complaints (number/sewer mile)
<input type="text"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

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<input type="text"/>
5.3 Explain any infiltration/inflow (I/I) changes this year from previous years: <input type="text" value="none"/>
5.4 What is being done to address infiltration/inflow in your collection system? <input type="text" value="We replace and line sanitary sewers during roadway projects."/>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0030031

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	C	2	5	10
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	138
GRADE POINT AVERAGE (GPA) = 3.73				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

CITY OF PLYMOUTH, WISCONSIN

RESOLUTION NO. 10 OF 2023

**COMPLIANCE MAINTENANCE RESOLUTION
TO THE WISCONSIN DEPARTMENT
OF NATURAL RESOURCES**

WHEREAS, the Wisconsin Department of Natural Resources (WDNR) requires that the City of Plymouth submit an annual Compliance Maintenance Annual Report (CMAR) for its wastewater treatment plant; and

WHEREAS, the compliance maintenance program requires the adoption of a resolution by the Common Council;

NOW, THEREFORE, BE IT RESOLVED, at the Common Council meeting on Tuesday, June 13, 2023, the City of Plymouth Common Council reviewed the 2022 Compliance Maintenance Annual Report and determined that the City will review the financial revenue sources as outlined in the report. No other action is necessary at this time.

Adopted: June 13, 2023

CITY OF PLYMOUTH

Donald O. Pohlman, Mayor

Anna Voigt, City Clerk

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: June 9, 2023
TO: Mayor and Common Council
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Approval of Reciprocal Dark Fiber IRU Agreement with TDS Metrocom LLC

Background:

TDS Fiber is currently completing a fiber optic installation in Plymouth. The project is expected to take approximately three years to complete. In March, the City approved a Pole Contact Agreement which stipulates requirements and cost to attach to Plymouth Utility infrastructure for overhead fiber lines.

Over the past several months Staff alongside our attorney with Boardman Clark have been negotiating with TDS on terms for a Reciprocal Dark Fiber IRU (indefeasible right to use) Agreement. The primary focus of the agreement is a fiber swap between the City and TDS. TDS will install new fiber for the City to use to the pool and golf course and in exchange TDS will be granted usage of an unused portion of the City's already buried fiber line to Johnsonville. With a fiber connection to the pool and golf course, the City will be eventually able to accept credit cards at these locations, allow the pool and golf course to be on the city phone system, and allow the pool and golf course to have city network access. TDS will construct the fiber to the pool and golf course no later than June 30, 2024.

The agreement includes additional provisions for testing, routine maintenance, and emergency repairs. The initial agreement term is 22 years. The proposed agreement is attached for review and approval. Per the agreement, the City must use the fibers provided for internal City communications and not for the provision of Internet access to the public or resale in any manner.

Recommendation: Approval of Reciprocal Dark Fiber IRU Agreement with TDS Metrocom LLC

Attachments:

1. Reciprocal Dark Fiber IRU Agreement

RECIPROCAL DARK FIBER IRU AGREEMENT

THIS RECIPROCAL DARK FIBER IRU AGREEMENT (“**Agreement**”) is effective as of the date of the last signature below (“**Effective Date**”) and is made by and between TDS Metrocom, LLC, a Delaware limited liability company, having an office located at 525 Junction Road, Suite 6000, Madison, Wisconsin 53717 (“**TDS**”) and the City of Plymouth, Wisconsin, having a place of business at 900 County Hwy PP, Plymouth, WI 53073 (“**City**”), each referred to as a “**Party**” or jointly referred to as the “**Parties**.”

BACKGROUND

- A. TDS plans to construct, own, operate, and maintain an optical fiber system within the municipal boundaries of the City of Plymouth, Wisconsin. (“**TDS Fiber System**”).
- B. City owns an optical fiber system in the City of Plymouth, Wisconsin. (“**City Fiber System**”).
- C. The Parties desire to provide an indefeasible right to use (“**IRU**”) on each other’s system as set forth in Exhibit A.
- D. City shall use fibers provided by the TDS Fiber System solely for internal City communications and not for the provision of Internet access to the public or for resale in any manner.
- E. City desires that TDS perform emergency repairs to the City Fiber System segments in which TDS holds an IRU.

ARTICLE 1: DEFINITIONS

The following terms are used in this Agreement:

- 1.1 “**Acceptance**” means a Grantee’s issuance of an Acceptance Notice or deemed acceptance of a Segment and/or entire route given by Grantee pursuant to Article 5 of this Agreement after the applicable IRU Fibers have been tested and found acceptable.
- 1.2 “**Acceptance Notice**” means the notice of acceptance or deemed acceptance of a Segment and/or entire route given to Grantor by Grantee pursuant to this Agreement.
- 1.3 “**Dark Fiber**” means Fiber between two specified locations that has no optronics or electronics attached to it.
- 1.4 “**Fiber**” means one or more glass strands that are protected by a color-coded buffer tube and that are used to transmit a communication signal along the glass strand in the form of pulses of light.

- 1.5 **“Fiber Optic Cable”** or **“Cable”** means a collection of Fibers contained in color-coded buffer tubes with a protective outer covering, which covering includes stiffening rods and filler.
- 1.6 **“Fiber System”** means the City Fiber System and/or the TDS Fiber System, as applicable.
- 1.7 **“Grantee”** when used with respect to a Party applies where that Party is the recipient of an IRU from the other Party.
- 1.8 **“Grantor”** when used with respect to a Party applies where that Party is the grantor of an IRU to the other Party.
- 1.9 **“Indefeasible Right of Use”** or **“IRU”** is an exclusive and irrevocable right, for the Term of this Agreement as set out in Article 3, for the City to use the City IRU Fibers and for TDS to use the TDS IRU Fibers, provided, however, that granting of such IRU does not convey legal title to the Fibers.
- 1.10 **“IRU Fibers”** means Dark Fibers of one Party’s Fiber System that are subject to an IRU granted to the other Party pursuant to this Agreement.
- 1.10.1 **“City IRU Fibers”** means Dark Fiber of the TDS Fiber System in which an IRU has been granted to City by TDS pursuant to this Agreement.
- 1.10.2 **“TDS IRU Fibers”** means Dark Fiber of the City Fiber System in which an IRU has been granted by City to TDS pursuant to this Agreement.
- 1.11 **“Proportionate Share”** means with respect to:
- 1.11.1 **City IRU Fibers:** the percentage determined for each affected Segment by dividing the number of City IRU Fibers in the Segment by the total number of Fibers in the Segment.
- 1.11.2 **TDS IRU Fibers:**
- 1.11.2.1 **TDS performs Emergency Maintenance or Relocation.** The percentage determined for each affected Segment by dividing the number of Fibers in the Segment less the number of TDS IRU Fibers by the total number of Fibers in the Segment.
- 1.11.2.2 **City performs Emergency Maintenance or Relocation.** The percentage determined for each affected Segment by dividing the number of TDS IRU Fibers in the Segment by the total number of Fibers in the Segment.
- 1.12 **“Rejection Notice”** means the notice of rejection of a Segment by Grantee pursuant to this Agreement.

- 1.13 “**Segment**” is a designated portion of a Cable route. With respect to IRU Fibers, the Segments containing such IRU Fibers shall be as specified in **Exhibit A** and **Attachment A** of this Agreement.

ARTICLE 2: GRANT OF IRU

- 2.1 Subject to the terms and conditions of this Agreement, Grantor grants to Grantee the Indefeasible Right of Use with respect to the IRU Fibers as specifically described in **Exhibit A** and **Attachment A**. The IRU includes a non-exclusive right of Grantee to use tangible and intangible property owned by Grantor to the extent necessary to use the IRU Fibers, including but not limited to cable sheathing, troughing, pedestals, slack containers, and related equipment necessary for the operation and use of the IRU Fibers as contemplated herein, but excluding any electronic or optronic equipment, which shall be provided by Grantee at its sole cost and expense. The purpose of the IRU Fibers is to enable Grantee to connect the Grantee sites shown on **Attachment A** via the IRU Fibers. City shall be entitled to use the City IRU Fibers solely to: (i) connect City buildings and facilities for internal communications; (ii) connect to City owned and operated Wi-Fi hotspots at the City’s pool and Golf Course, provided, however, that the City IRU Fibers shall not be used to compete with any TDS-provided services.
- 2.2 This Agreement does not obligate either Party when acting as Grantor to supply to Grantee any optical or electrical equipment or other facilities, including without limitation, local distribution facilities, collocation space, regeneration facilities, generators, batteries, air conditioners, fire protection equipment, monitoring equipment, and testing equipment, all of which are the sole responsibility of Grantee.
- 2.3 Grant of IRUs hereunder shall not confer to Grantee any rights other than an exclusive right to use the IRU Fibers and ownership and all other rights in the IRU Fibers shall remain fully vested in Grantor.

ARTICLE 3: TERM AND TERMINATION

- 3.1 The “**Initial IRU Term**” shall commence on the date all Fibers listed with respect to a Grantee on **Exhibit A** have been accepted (*i.e.*, when all Fibers involved in a swap have been accepted by the respective Grantee) and shall terminate on December 31, 2045. The IRU term for all IRU Fibers listed in **Exhibit A** shall automatically renew for four (4) consecutive terms of five (5) years each (each a “**Renewal IRU Term**”) (the Initial IRU Term and any Renewal IRU Term shall be the “**IRU Term**”), unless a Party gives notice to the other Party of its intention not to renew one year before the end of the Initial IRU Term or any Renewal Term, in which case the IRU Term with respect to all IRU Fibers listed in **Exhibit A** shall terminate at the end of the term in which notice was given. Should a Grantor replace any IRU Fibers at any time during the IRU Term, this Agreement will continue with respect to the replaced IRU Fibers on the same terms and conditions set forth herein.
- 3.2 The term of this Agreement shall commence on the Effective Date and terminate at the end of the last IRU Term to expire, unless terminated earlier as provided by the terms of this Agreement.

- 3.3 Termination of this Agreement shall not affect the rights or obligations of any Party with respect to any payments of expenses incurred prior to the date of termination or pursuant to Article 11 (Liability) or Article 13 (Authorizations and Required Rights-of-Way).

ARTICLE 4: CONSIDERATION AND PAYMENT

- 4.1 The exchange of IRUs as well as the mutual agreement to the terms and conditions of this Agreement shall constitute full and adequate consideration and no additional consideration shall be required to be paid by either Party.
- 4.2 Any amounts due hereunder shall be paid within thirty (30) days after the receipt date of the issued invoice.

ARTICLE 5: INSTALLATION, ACCEPTANCE, AND DOCUMENTATION

- 5.1 TDS shall perform Acceptance tests with respect to both the TDS IRU Fibers in the City-owned Segments and the City IRU Fibers in the TDS-owned Segments. All such testing shall be in accordance with **Exhibit B**. TDS shall provide City with reasonable advance notice and an opportunity to witness the performance of any Acceptance tests. City may, subject to any applicable restrictions set out in the Rights-of-Way (as defined in Article 13), conduct its own inspections or tests, at City's expense and in accordance with **Exhibit B**, to determine acceptability of the tested Fibers. TDS will cooperate with City to provide additional Documentation (as defined below) upon request that would reasonably allow City to evaluate the acceptability of the tested Fibers.
- 5.2 Subject to contractor availability, TDS shall perform Acceptance tests on the TDS IRU Fibers within thirty (30) days of the Effective Date. At this end of this period, TDS will provide City with the test results and either an "Acceptance Notice" or a "Rejection Notice" substantially in the form attached as **Exhibit C** and, in the case of a Rejection, an explanation of how the tested Fibers do not meet the specifications set out in **Exhibit B** and TDS shall provide additional Documentation upon request that would reasonably allow City to evaluate the basis for rejection.
- 5.3 TDS shall construct the City IRU Fibers and expects to perform the Acceptance tests on those Fibers no later than June 30, 2024. The Parties acknowledge that the actual completion date is subject to a variety of factors outside of the control of either Party, thus, Acceptance tests may be delayed beyond June 30, 2024. TDS will communicate and provide updates as needed to City during the first two calendar quarters of 2024, and beyond if necessary, regarding the status and timing of construction and the anticipated Acceptance testing date. If TDS fails to provide the Acceptance test results for the City IRU Fibers to City by October 1, 2024, City will have the right to collect from Licensee liquidated damages of \$50.00 per day for each day between October 1, 2024 and the date such Acceptance test results are provided to City.
- 5.4 TDS shall provide the Acceptance test results to City within fourteen (14) days after performing such tests. Within fourteen (14) days after receiving the Acceptance test results from TDS, City shall provide TDS with either an Acceptance Notice or a Rejection Notice in substantially in the form attached as **Exhibit C** and, in the case of a Rejection, an

explanation of how the tested Fibers do not meet the specifications set out in **Exhibit B** and TDS shall provide additional Documentation upon request that would reasonably allow City to evaluate the basis for rejection.

- 5.5 Issuance of an Acceptance Notice or failure to issue a Rejection Notice during the time periods indicated in Sections 5.2 and 5.4 above shall constitute Acceptance of the tested Fibers by Grantee. Acceptance shall not invalidate the warranties described in this Agreement.
- 5.6 Should Grantee reject the tested Fibers by providing a Rejection Notice within the applicable 14-day period (“**Rejection**”), Grantor shall use commercially reasonable efforts, including having the Fibers retested, to substantially cure the material defective conditions identified in the Rejection Notice within sixty (60) days and to ensure the Fibers conform to the specifications in **Exhibit B**.
 - 5.6.1 If City does not bring the tested TDS IRU Fibers into conformity with the specifications in **Exhibit B** within the 60-day time period set forth above, TDS shall have as its sole and exclusive remedy the right to terminate this Agreement, without cost or penalty.
 - 5.6.2 If TDS does not bring the tested City IRU Fibers into conformity with the specifications in **Exhibit B** within the 60-day time period set forth above, TDS shall use commercially reasonable and diligent efforts to remedy any materially defective condition so that the City IRU Fibers will pass the Acceptance test. If TDS is ultimately unable to provide City IRU Fibers that pass the Acceptance test, City shall have the right to recover a damage remedy equal to the fair market value to a third party of the IRU conferred to TDS hereunder.
- 5.7 Any disputes as to Acceptance or Rejection of any Acceptance tests shall be resolved in accordance with Article 22.
- 5.8 Within ninety (90) days after Acceptance of any IRU Fibers (or earlier, if requested pursuant to Section 5.1 and such documentation is available), Grantor shall provide to Grantee general, non-proprietary documentation regarding the Cable, which shall consist of the following: (i) a route diagram that illustrates the location of the end, mid span splice, and mid span repeater; (ii) a summary of distances between such locations; (iii) the type of Cable construction between such locations; and (iv) any geographical information deemed necessary to further clarify the route (“**Documentation**”).

ARTICLE 6: RESERVED

ARTICLE 7: MAINTENANCE AND REPAIR

- 7.1 Each Party shall, at its sole cost and expense, schedule and perform all “**Routine Maintenance**” (i.e., periodic maintenance and repair checks and services, including those set forth in Sections 3.0 and 4.0 of **Exhibit D**); “one-call” responses; and conduit locate

services with respect to the Fibers in which it has granted an IRU to the other party. Each Party shall be responsible for performing such maintenance in a good and workmanlike manner.

- 7.2 TDS shall be responsible for performing Emergency Maintenance as defined in Section 7.3 on all Segments containing IRU Fibers when the functionality of such IRU Fibers is impaired.
- 7.3 In accordance with the notice and other requirements set forth in **Exhibit D**, TDS shall use commercially reasonable efforts to respond to any unplanned failure, sustained interruption, or impairment in the operation of the IRU Fibers (“**Emergency Maintenance**”) within four (4) hours after receiving a report (see Sections 1.0 and 2.0 of **Exhibit D**) of any such failure, interruption, or impairment. TDS shall use commercially reasonable efforts to perform maintenance and repair to correct any failure, interruption, or impairment in the operation of the affected Fibers within eight (8) hours in accordance with the procedures set forth in **Exhibit D**. City authorizes TDS to perform Emergency Maintenance on all fibers in a Segment in which TDS IRU Fibers are located. In the event Emergency Maintenance requires replacement of a section of the Fiber System, TDS shall so advise the City and TDS shall have no obligation to perform such replacement absent mutual agreement of the Parties.
- 7.4 City will reimburse TDS for City’s Proportionate Share of all reasonable costs and expenses associated with performance of Emergency Maintenance with respect to the Segments containing the TDS IRU Fibers (except as described in Section 7.5 below). City will reimburse TDS for one hundred percent of all reasonable costs and expenses associated with repair of damage to the City IRU Fibers caused by neglect or willful misconduct of City, its employees, agents, or contractors.
- 7.5 TDS shall repair, at its sole expense and without reimbursement from City, any damage to the TDS IRU Fibers caused by neglect or willful misconduct of TDS, its affiliates, employees, contractors, or agents.
- 7.6 Each Party shall provide reasonable advance notice to the other of maintenance or repairs that may affect any Segment containing the IRU Fibers. The Party receiving such notice shall have the right, subject to the protocols of the Rights-of-Way, to have a representative present any time maintenance or repairs are performed that may affect service to the IRU Fibers.

ARTICLE 8: SPLICING

- 8.1 At no cost to City, TDS shall perform all splicing of initial connections to the City IRU Fibers and the splicing of the end points of the TDS IRU Fibers.
- 8.2 Any additional splice points along the City IRU Fibers or the TDS IRU Fibers shall be as mutually agreed upon in writing by the Parties, such agreement not to be unreasonably delayed, conditioned, or withheld. All such additional splicing shall be performed by TDS and at the cost and expense of the Party requesting the additional splice point. TDS shall

invoice City for all reasonable splicing costs TDS incurs in providing an additional splice point at City's request. Such invoice shall be paid within thirty (30) days of its receipt.

- 8.3 Splicing that is performed in connection with Emergency Maintenance shall be governed by Article 7 and **Exhibit B**.
- 8.4 All splicing will be performed by the fusion splicing method or by any other method that is mutually agreeable to the Parties.

ARTICLE 9: WARRANTIES

- 9.1 TDS represents and warrants that all equipment and materials to be used in the construction of the City IRU Fibers will be new, of good quality, properly constructed and/or installed, free of defects, and in conformity with the requirements of this Agreement. Such warranty shall be effective, with respect to each specific Segment, for the same period of warranty provided to TDS by its contractors (normally a one (1) year period from date of acceptance by TDS). All work not conforming to such standards may be considered defective by City, and TDS shall use reasonable efforts to promptly repair or replace all such defective work, provided that TDS shall repair or replace such defective work within thirty (30) days following its confirmation of the defect, unless reasonable circumstances dictate a shorter or longer period, in which event the Parties shall in good faith mutually agree upon such period. All defective equipment or items replaced pursuant to this Section 9.1 shall be the sole property of TDS.
- 9.2 City's sole and exclusive remedy and TDS's sole and exclusive maximum liability under the warranties contained in this Article 9 shall be, at the sole option of TDS, to repair (with new or functionally operative parts) or replace any defective portion of the affected Cable of which TDS receives prompt notice from City or of which TDS has knowledge during the warranty period.
- 9.3 TDS's warranty does not extend to defects caused by acts of nature, accident, fire or other hazard, nor resulting from City's or its designees' or third-parties' misuse, neglect, alterations, storage, attempts to repair, or use of other supplies not meeting specifications.
- 9.4 City represents and warrants that it will not use the City IRU Fibers for the provision of emergency services (*e.g.*, police and fire dispatching).
- 9.5 THE FOREGOING WARRANTIES AND REMEDIES CONSTITUTE THE ONLY WARRANTIES WITH RESPECT TO THE IRU FIBERS AND UPON ACCEPTANCE OF THE IRU FIBERS ARE EXCLUSIVE REMEDIES IN THE EVENT OF BREACH OF SUCH WARRANTIES. SUCH WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, STATUTORY, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NEITHER PARTY SHALL IN ANY EVENT BE LIABLE FOR ANY INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE WHATSOEVER FOR ANY REASON.

ARTICLE 10: TAXES

- 10.1 As used in this Article 10, “**Tax**” shall mean any tax, assessment, charge, or levy imposed by any authority having the power to tax, including any city, county, state, or federal government or quasi-governmental agency or taxing authority.
- 10.2 Each Party shall be responsible for any Tax assessed against its own real or personal property and any and all sales, use, income, gross receipts, or other Tax assessed on the basis of its use of its IRU Fibers.

ARTICLE 11: LIABILITY

- 11.1 Each Party shall be responsible for its own acts, errors, or omissions and for the acts, errors, or omissions of its employees, officers, officials, agents, contractors, boards, committees, and commissions, and shall be responsible for any losses, claims, and liabilities (including providing its own defense) that are attributable to such acts, errors, or omissions arising out of this Agreement. In situations involving joint liability, each Party shall only be responsible for such losses, claims, and liabilities that are attributable to its own acts, errors, or omissions and the acts, errors or omissions of its employees, officers, officials, agents, contractors, boards, committees, and commissions.
- 11.2 Neither Party shall be liable to the other for any indirect, special, punitive, or consequential damages (including, but not limited to, any claim for loss of services) arising under this Agreement or from any breach or partial breach of the provisions of this Agreement or arising out of any act or omission of either Party, its departments, elected officials, board members, commissioners, directors, officers, employees, servants, contractors, and/or agents.
- 11.3 No provision of this Agreement is intended, or shall be construed, to be a waiver for any purpose by City of any provision of Wis. Stat. § 893.80 or § 345.05 or any other notice requirements, governmental immunities, or damages limitations that may apply to City or any of its utilities, departments, employees, officers, elected officials, board members, commissioners, or agents.
- 11.4 Nothing contained herein shall operate as a limitation on the right of either Party to bring an action for damages, including consequential damages, against any third party based on any acts or omissions of such third party as such acts or omissions may affect the operation or use of the City Fiber System, the TDS Fiber System, or any IRU Fibers. In such case, each Party shall assign such rights or claims, execute such documents, and do whatever else may be reasonably necessary to enable the injured Party to pursue any such action against such third party.

ARTICLE 12: FORCE MAJEURE

- 12.1 The obligations of the Parties (except for the payment of money hereunder) are subject to force majeure, and neither Party shall be in default under this Agreement if any failure or delay in performance is caused by strike or other labor dispute; accidents; fire; flood; earthquake; lightning; unusually severe weather; contractor unavailability; material or

facility shortages or unavailability not resulting from such Party's failure to timely place orders therefor; lack of transportation; legal inability to access property; acts of any governmental authority; government codes, ordinances, laws, rules, and regulations or restrictions (collectively "**Regulations**") (but not to the extent the delay caused by such could be avoided by rerouting the Cable if such a reroute was commercially reasonable); condemnation or the exercise of rights of eminent domain; war or civil disorder; or any other cause beyond the reasonable control of either Party. The excused Party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. Notification shall be given by the excused Party of the cause and of the estimated duration of the delay, when possible.

ARTICLE 13: AUTHORIZATIONS AND REQUIRED RIGHTS-OF-WAY

- 13.1 Each Grantee will be responsible for the appropriate government filings, licenses, or other requirements to place the IRU Fibers it receives under this Agreement into operation, including, but not limited to, applicable municipal licenses and/or franchise agreements, provided, however, the City shall not unreasonably withhold, condition, or delay any such authorizations sought by TDS.
- 13.2 TDS with respect to the Segments containing the City IRU Fibers shall obtain, on or before Acceptance, any and all right-of-way agreements, easements, licenses, rights, or other agreement necessary for the use of poles, conduit, cable, wire, physical plant facilities, and/or access to real property underlying the Segments containing the City IRU Fibers ("**Rights-of-Way**" or "**Rights**"). Further, as of Acceptance, TDS shall obtain any and all rights, licenses, franchises, authorizations, agreements, permits, and approvals (including without limitation, any necessary local, state, federal or tribal authorizations and environmental permits) and collectively referred to as "**Authorizations**," that are necessary for the construction and maintenance of the Segments containing the City IRU Fibers.
- 13.3 It is expressly understood that each Party's obligations under this Agreement are conditioned upon and shall in all respects be subject to the continuation or acquisition of the Rights and Authorizations. Each Party shall use commercially reasonable efforts to obtain or to cause such Rights and Authorizations to remain effective throughout the duration of the IRU Term. Copies of any and all agreements with respect to Rights and Authorizations shall be made available to the other Party upon request. If confidentiality obligations under such agreements preclude provision of the entire document, certified summaries of the substantive provisions thereof will be provided. In the event either Party is unable to resolve any issue with respect to its Rights or Authorizations in a manner reasonably acceptable to the other Party, such other Party may, after providing thirty (30) days prior written notice, attempt to resolve the issue directly with the grantor of such Rights and Authorizations.

ARTICLE 14: RELOCATION OF CABLE

- 14.1 If either Grantor is required to relocate its Cable containing the IRU Fibers or any of the appurtenant facilities used or required in providing the IRU Fibers to Grantee, such Grantor shall be solely responsible for relocating the affected portions of its Fiber System and

Grantee shall reimburse Grantor for Grantee's Proportionate Share of all costs associated with the relocation of the affected Segment containing the IRU Fibers (except for any portion of such costs that are reimbursed by a condemning authority—see Section 15.3 below).

ARTICLE 15: CONDEMNATION

- 15.1 In the event any portion of either Party's Fiber System or the public or private rights-of-way in or upon which it has been installed, become the subject of a condemnation proceeding by any governmental agency or other party cloaked with the power of eminent domain for public purpose or use, then and in such event, it is agreed that such Party shall be entitled to pursue an award in such proceedings and shall be solely entitled to any award arising therefrom.
- 15.2 Upon its receipt of a formal notice of condemnation or taking of any portion of its Fiber System that includes IRU Fibers, the Grantor owning such Fiber System shall notify the Grantee promptly of the condemnation proceeding. The Grantor whose Fiber System is affected shall also notify the Grantee of any similar threatened condemnation proceeding and agrees not to sell the Cable or release public or private rights-of-way to such acquiring agency, authority, or other party in lieu of condemnation without the prior written consent of such Grantee, which consent shall not be unreasonably conditioned, delayed, or denied.
- 15.3 It is expressly recognized and understood by the Grantee that relocation costs resulting from any such condemnation proceeding may not be reimbursed by the condemning authority and that Grantee shall pay its Proportionate Share of all costs associated with the relocation of the affected Segment containing the IRU Fibers in excess of such costs which were reimbursed by the condemning authority.

ARTICLE 16: REPLACEMENT OF IRU FIBERS

- 16.1 If the IRU Fibers do not function for their intended purpose at any time during the IRU Term and the issue is not able to be remedied by the performance of maintenance or repair under Article 7, Grantor will replace the affected IRU Fibers, either with other strands from Grantor's Segment containing the IRU Fibers or with new Fiber, at no cost to Grantee (except that Grantee will be responsible for any cost associated with deploying Fiber strands outside of the public right of way or public utility easements to reach Grantee's facilities).
- 16.2 Should Grantor replace or provide alternative IRU Fibers at any time during the IRU Term, this Agreement will continue with respect to such replaced or alternative IRU Fibers on the same terms and conditions set forth herein.

ARTICLE 17: DEFAULT

- 17.1 Neither Party shall be in default under this Agreement unless and until the other Party shall have given the defaulting Party written notice of such default and the defaulting Party shall have failed to cure the default within thirty (30) days after receipt of such notice; provided, however, that where a default cannot be reasonably cured within the 30-day period and

where the defaulting Party shall promptly proceed to cure the default with due diligence, the time for curing the default shall be extended for a period of up to ninety (90) days from the date of receipt of the default notice.

- 17.2 Upon the failure of the defaulting Party to timely cure any default after notice thereof from the non-defaulting Party, the non-defaulting Party may take any action it determines, in its reasonable discretion, to be necessary to correct the default, and/or pursue any legal remedies it may have under applicable law or principles of equity relating to the default.
- 17.3 The Parties acknowledge and agree that irreparable damage may occur in the event that any of the provisions of this Agreement are not performed in accordance with their specific terms or are otherwise breached. It is accordingly agreed that each Party shall be entitled to seek injunctive or similar preliminary relief to prevent breaches or cure defaults of the provisions of this Agreement by the other and to enforce specifically the terms and provisions hereof, this being in addition to any other remedy to which the Party may be entitled by law or equity.

ARTICLE 18: NOTICES

- 18.1 Unless otherwise provided herein, all notices and communications concerning this Agreement shall be in writing and addressed as follows:

If to TDS:

TDS Metrocom, LLC
Attention: Vice President Field Services
525 Junction Road
Madison, WI 53717

With a copy to:

TDS TELECOMMUNICATIONS LLC
525 Junction Road
Madison, WI 53717
Attention: Legal Department

If to the City of Plymouth:

Attn: City Administrator/Utilities Manager
City of Plymouth
900 CTH PP
PO Box 277
Plymouth, WI 53073-0277

With a copy to:

Julia K. Potter
Boardman & Clark LLP
1 South Pinckney Street
P.O. Box 0927

- 18.2 Wherever in this Agreement notice is required to be given by either party to the other, such notice shall be in writing and shall be effective when (i) personally delivered; (ii) mailed by certified mail, return receipt requested, with postage prepaid; or (iii) sent via nationally recognized overnight delivery service and, except where specifically provided for elsewhere, properly addressed.

ARTICLE 19: ASSIGNMENT, SUCCESSION

- 19.1 City shall not assign this Agreement to any other party without the prior written consent of TDS.
- 19.2 Except as provided in this Article 19, TDS shall not assign this Agreement to any other party without the prior written consent of City, provided, however, that without such consent, TDS shall have the right to assign or otherwise transfer this Agreement, in whole or in part, to any parent, subsidiary, or affiliate of TDS or to any person, firm, or corporation which shall control, be under the control of, or be under common control with TDS, or any corporation or entity into which TDS, or a subsidiary of TDS, may be merged or consolidated or which purchases all or substantially all of the assets of TDS or a subsidiary of TDS. In such case, TDS shall give City written notice of the name of the assignee or transferee and the contact information for such entity within thirty (30) days after the assignment or transfer.
- 19.3 Subject to the provisions of this Article 19, each of the Parties' respective rights and obligations hereunder shall be binding upon and shall inure to the benefit of the Parties and each of their respective permitted successors and assigns.

ARTICLE 20: GOVERNING LAW

- 20.1 This Agreement shall be interpreted and construed in accordance with the laws of the state of Wisconsin, without regard to its conflict of laws principles that would cause the laws of any other jurisdiction to apply.

ARTICLE 21: INDEPENDENT CONTRACTOR

- 21.1 The performance by TDS and/or City of all duties and obligations under this Agreement shall be as independent contractors and not as agents of the other Party, and no persons employed or utilized by a performing Party shall be considered the employees or agents of the other. Neither Party shall have the authority to enter into any agreement purporting to bind the other without its specific written authorization. The Parties agree that this Agreement does not create a partnership between, or a joint venture of, TDS and City.

ARTICLE 22: DISPUTE RESOLUTION

- 22.1 It is the intent of City and TDS that any disputes which may arise between them, or between the employees or contractors of each of them, be resolved as quickly as possible. Quick resolution may, in certain circumstances, involve immediate decisions made by the Parties'

representatives. For that purpose, TDS and City shall each designate, by separate letter, representatives as points of contact and decision making with respect to the obligations and rights of the Parties, such letters to be furnished by each Party to the other within thirty (30) days from the date of the last signature on this Agreement. Any disputed issues arising during the term of this Agreement shall in all instances be initially referred to the Parties' designated representatives. The Parties' designated representatives shall use reasonable efforts to reach a mutually agreeable resolution of the disputed issue, in writing, within two (2) weeks of such referral, or whatever longer or shorter period to which the Parties may agree. Either Party may modify the designated representative upon written notice to the other Party.

- 22.2 In the event the Parties' representatives are unable to resolve any claims or disputes arising under this Agreement within the applicable time period and provided that the defaulting Party, if any, has been afforded the opportunity to cure as provided in Article 17, either Party is free to pursue any remedies available to it in law or equity or under this Agreement, provided, however, that a party does not need to wait until the end of the applicable cure period to seek injunctive relief.

ARTICLE 23: LIENS

- 23.1 In the event any of the IRU Fibers become subject to any mechanics', artisans', or materialmen's lien, or other encumbrance chargeable to or through Grantor of such IRU Fibers that interferes with the IRU Fibers or jeopardizes the Grantee's use of such IRU Fibers, the Grantor of the IRU Fibers shall promptly cause such lien or encumbrance to be discharged and released of record (by payment, posting of bond, court deposit, or other means) without cost to the Grantee and shall indemnify the Grantee against all costs and expenses (including attorney's fees) incurred in discharging and releasing such lien or encumbrance; provided, however, that if any such lien or encumbrance is not so discharged and released within thirty (30) days after written notice by the Grantee to the Grantor, then Grantee may pay or secure the release or discharge thereof at the expense of Grantor. Grantor shall reimburse Grantee for such payments within thirty (30) days of its receipt of an invoice therefor.
- 23.2 Grantee agrees and acknowledges that, except for the IRU Fibers, Grantee has no right to use any of the Fibers within Grantor's Fiber System and that Grantee shall keep any and all of Grantor's Fibers free from any liens, rights, or claims of any third party attributable to Grantee.

ARTICLE 24: MISCELLANEOUS

- 24.1 The headings contained in this Agreement are strictly for convenience and shall not in any way be construed as amplifying or limiting any of the terms, provisions, or conditions of this Agreement.
- 24.2 In construction of this Agreement, words used in the singular shall include the plural and the plural the singular, and "or" is used in the inclusive sense, in all cases where such meanings would be appropriate.

- 24.3 No provision of this Agreement shall be interpreted to require any unlawful action by either Party. If any section or clause of this Agreement is held to be invalid or unenforceable, then the meaning of that section or clause shall be construed so as to render it enforceable to the extent feasible. If no feasible interpretation would save the section or clause, it shall be severed from this Agreement with respect to the matter in question, and the remainder of the Agreement shall remain in full force and effect. However, in the event such a section or clause is an essential element of the Agreement, the Parties shall promptly negotiate a replacement section or clause that will achieve the intent of such unenforceable section or clause to the extent permitted by law.
- 24.4 Nothing contained in this Agreement shall be construed to waive any obligation or requirement of TDS to obtain all necessary approvals, licenses, and permits (if any) from the City in accordance with its ordinances and usual practices and procedures, nor limit or affect in any way the right or authority of the City to approve or reasonably disapprove any plans or specifications or to impose reasonable limitations, restrictions, and requirements as a condition of any such approval, license, or permit.
- 24.5 This Agreement may be amended only by a written instrument executed by the Party against whom enforcement of the modification is sought.
- 24.6 No failure to exercise and no delay in exercising, on the part of either Party, any right, power, or privilege hereunder shall operate as a waiver thereof, except as expressly provided in this Agreement. Any waiver by either Party of a breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless and until agreed to in writing by both Parties.
- 24.7 In the event of a conflict between the provisions of this Agreement and those of **Exhibit A**, the provisions of **Exhibit A** shall prevail only if such Exhibit expressly states that the terms are in conflict and shall control over those in this Agreement. If there is a conflict or difference between this Agreement and other exhibits, this Agreement shall prevail.
- 24.8 This Agreement has been fully negotiated between and jointly drafted by the Parties.
- 24.9 All actions, activities, consents, approvals, and other undertakings of the Parties in this Agreement shall be performed in a reasonable and timely manner.
- 24.10 Unless expressly defined herein, words having well known technical or trade meanings shall be so construed.

ARTICLE 25: COUNTERPARTS

- 25.1 This Agreement may be executed in one or more counterparts, each of which when so executed and delivered shall be deemed an original, but all such counterparts shall together constitute one and the same instrument. Furthermore, the Parties may execute and deliver this Agreement by electronic means, such as .pdf, DocuSign, or similar format. The Parties agree that delivery of this Agreement by electronic means will have the same force and effect as delivery of original signatures and that the Parties may use such electronic

signatures as evidence of the execution and delivery of the Agreement to the same extent as an original signature.

ARTICLE 26: ENTIRE AGREEMENT

26.1 This Agreement, and any exhibits or attachments referenced in and attached hereto or to be attached hereto, constitute the entire agreement between the Parties with respect to the subject matter hereof and supersede any and all prior negotiations, understandings and agreements with respect hereto, whether oral or written. For the sake of clarity, the exhibits and attachments hereto are incorporated into and form part of this Agreement.

[SIGNATURE PAGE FOLLOWS]

City of Plymouth, Wisconsin

Signed: _____

By: Timothy Blakeslee

Its: City Administrator/Utilities Manager

Date: _____

TDS Metrocom, LLC

Signed: _____

By: _____

Its: Vice President of Field Services

Date: _____

ATTACHMENTS/EXHIBITS:

- Exhibit A: Description of Segments
- Attachment A: Map of Segments
- Exhibit B: Splicing, Testing, and Acceptance Standards
- Exhibit C: Form of Acceptance/Rejection Notice
- Exhibit D: Maintenance and Repair Procedures

**EXHIBIT A
DESCRIPTION OF SEGMENTS**

CITY IRU FIBERS IN TDS FIBER SYSTEM

Segment #	FROM	TO	ROUTE LENGTH IN MILES	# IRU FIBERS IN SEGMENT	TOTAL # FIBER STRANDS in SEGMENT
1	43°44'49.16"N 87°57'39.87"W	43°44'50.35"N 87°57'35.50"W	0.1	4	48
2	43°44'53.57"N 87°58'37.88"W	43°46'15.50"N 43°46'15.50"N	0.93	4	48
3					
4					
5					
6					
7					
8					
+					
10					
11					
12					
13					
14					
15					
16					
17					

Total Mileage: 1.03

Initial IRU Term: Begins on the date all City IRU Fibers described on Exhibit A have been accepted (see Article 3 of the Agreement) and terminates December 31, 2045.

Number of City IRU Fibers per Segment: 4 (as indicated above)

IRU Fee: None

Annual Maintenance Fee: None

Map of Segments: Attachment A

TDS IRU FIBERS IN CITY FIBER SYSTEM

Segment #	FROM	TO	ROUTE LENGTH IN MILES	# IRU FIBERS IN SEGMENT	TOTAL # FIBER STRANDS in SEGMENT
1	43°47'26.96"N 87°54'5.61"W	43°44'49.16"N 87°57'39.87"W	7.95	12	144
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Total Mileage = 7.95

Initial IRU Term: Begins on the date all TDS IRU Fibers described on **Exhibit A** have been accepted (see Article 3 of the Agreement) and terminates on December 31, 2045.

Number of TDS IRU Fibers per Segment: 12 (as indicated above)

IRU Fee: None

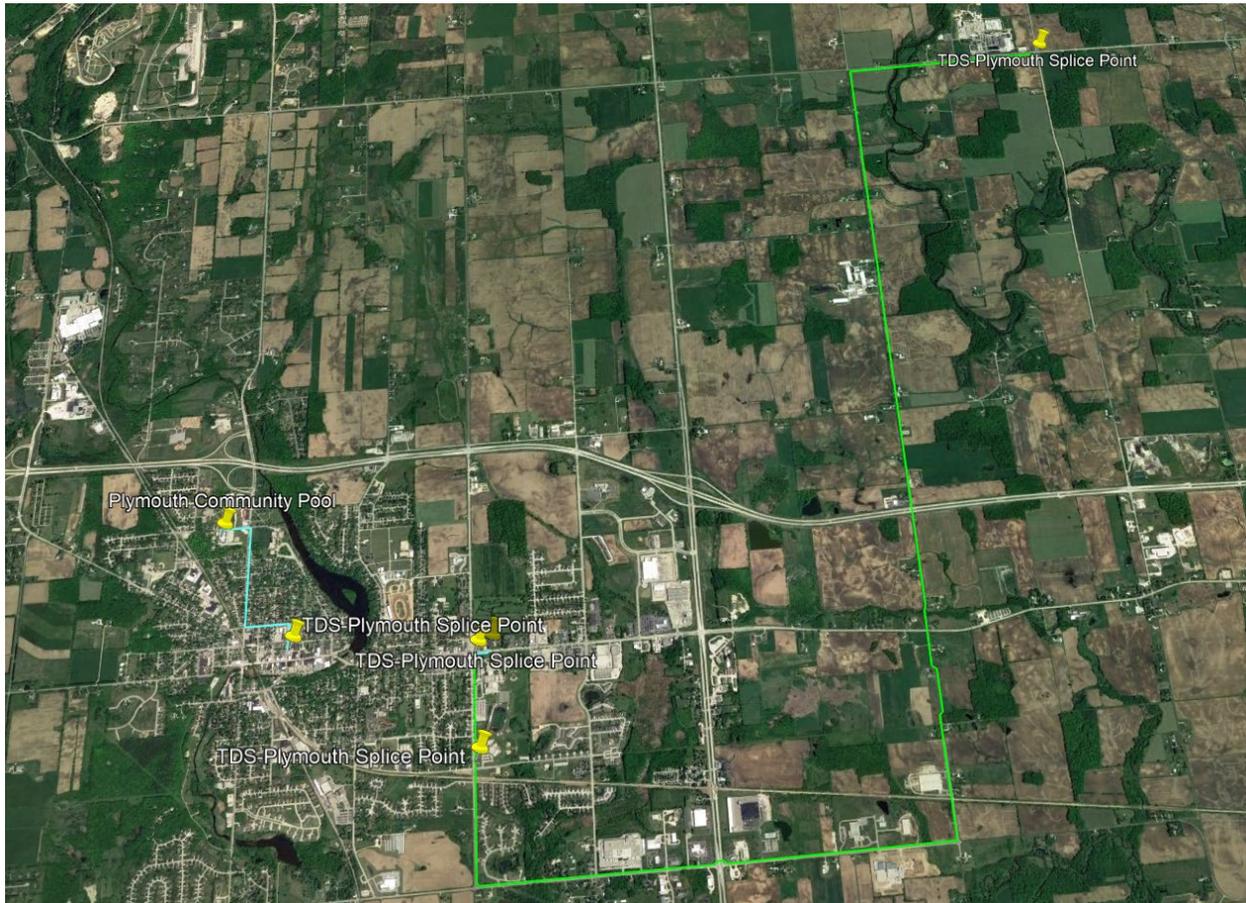
Annual Maintenance Fee: None

Map of Segments: Attachment A

**ATTACHMENT A
MAP OF SEGMENTS (1 of 3)**

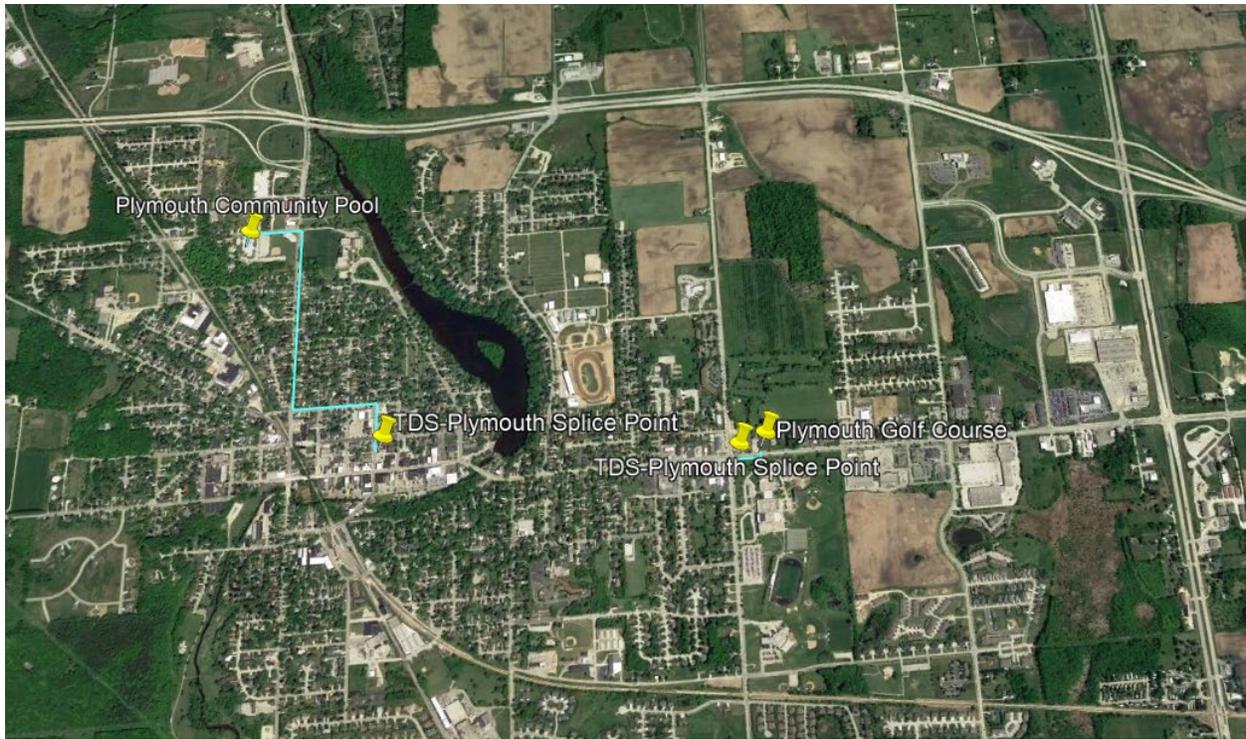
TDS 12F (Green) in City Sheath = 7.95 Total Fiber Miles

City 4 F (Aqua) in TDS Sheath = 1.03 Total Fiber Miles



**ATTACHMENT A
MAP OF SEGMENTS (2 of 3)**

City 4F(Aqua) in TDS Sheath = 1.03 Total Fiber Miles



**ATTACHMENT A
MAP OF SEGMENTS (3 of 3)**

TDS 12F(Green) in City Sheath = 7.95 Total Fiber Miles

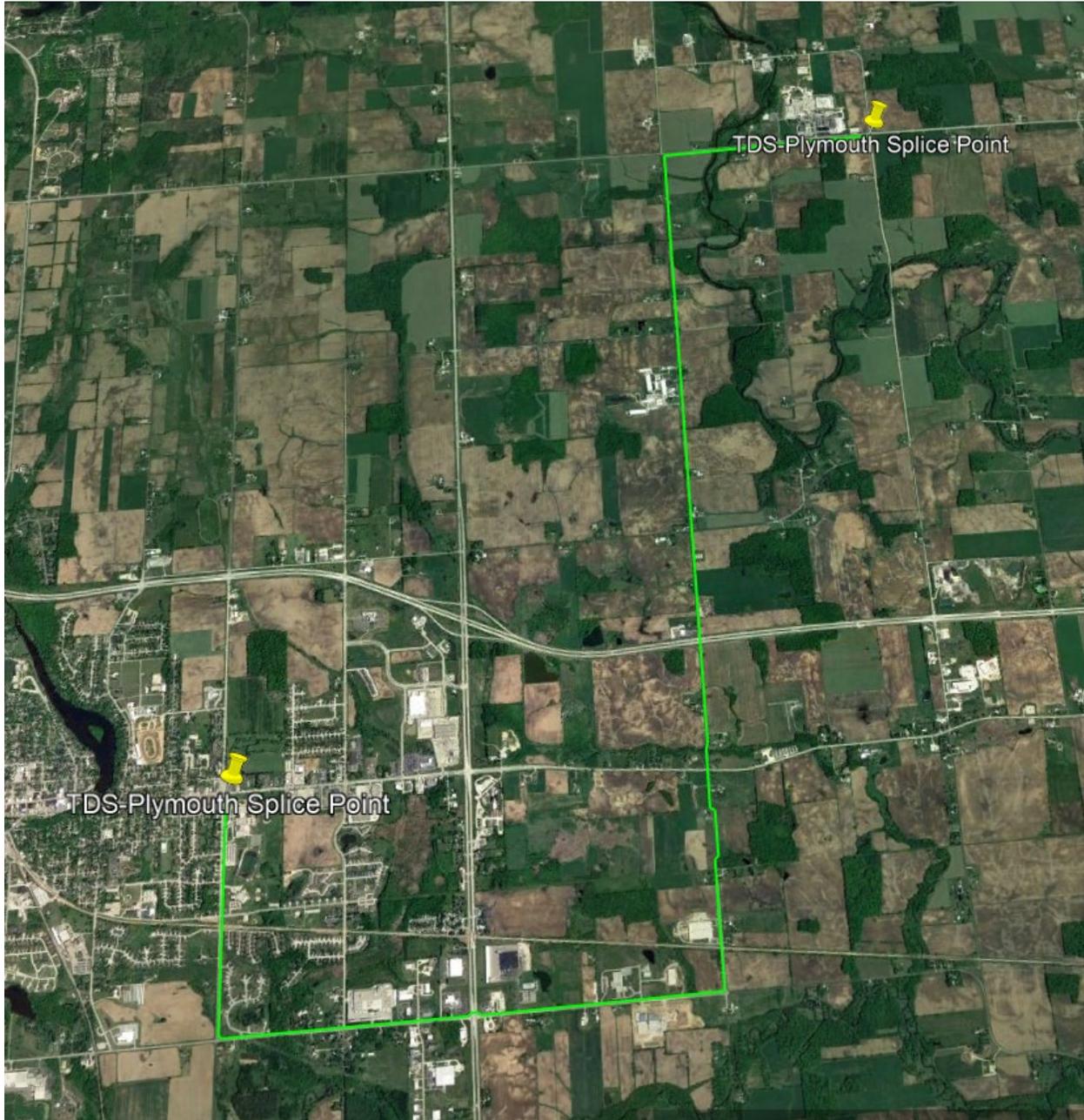


EXHIBIT B
SPLICING, TESTING, AND ACCEPTANCE STANDARDS

1. All splices will be performed with an industry-accepted fusion splicing machine.
2. After end-to-end (site-to-site) connectivity on the Fibers, bi-directional span testing will be completed. These measurements will be made on existing Fibers to be tested and otherwise after all cable installation activities are complete for each span.
 - 2.1 Installed loss measurements at 1550nm (and 1310nm when possible) will be performed using an industry accepted laser source and power meter. Continuity testing will be done on all Fibers concurrently.
 - 2.2 OTDR traces will be taken at 1550nm (and 1310nm when possible) and splice loss measurements will be analyzed. Traces shall be saved in SOR format, unless another OTDR format is agreed to by both Parties. All testers shall be calibrated within 12 months of test date.
 - 2.3 All testing, power levels and OTDR traces, will be conducted at 1550nm (and 1310nm when possible).
 - 2.4 OTDR traces will be provided in pdf and raw formats.
3. The splicing standards are as follows:
 - 3.1 The objective loss value of a connector and its associated splice will be 0.50 dB or less. This value does not include the insertion loss from its connection to the FOP.
 - 3.2 The objective for each fiber within a span shall be an average bi-directional loss of 0.15 dB or less for each splice. For example, if a given span has 10 splices, each fiber shall have a total bi-directional loss (due to the 10 splices) of 1.5 dB or less. Individual bi-directional loss values for each splice will be reviewed for high losses.
 - 3.3 The aforementioned standards are objectives, not the basis for acceptance.
4. The Acceptance standards for each Fiber per span shall not exceed the following calculated loss for any given span:

$$\text{Span Loss} = a (\text{span distance in kilometers}) + b(0.15\text{dB}) + c (0.50 \text{ dB})$$

Where:

a = maximum fiber loss in dB per kilometer for the specific fiber type/manufacturer at 1550nm and 1310nm.

b = number of splice locations for the span

c = number of connectors for the span

5. All splices will be protected with heat shrinks. Buffer tubes/ribbons will not be split across more than one splice tray. An industry accepted splice enclosure will be used on all splices. An industry-accepted non-encapsulated splice enclosure will be used on all splices.
6. City shall have the option to have one or more representatives present to observe the testing undertaken by TDS as part of the Acceptance testing process.

EXHIBIT C
FORM OF ACCEPTANCE/REJECTION NOTICE

Check one box:

Fiber Accepted (fill in acceptance statement below):

Pursuant to Article 5 of the Reciprocal Dark Fiber IRU Agreement between City of Plymouth, Wisconsin (“City”) and TDS Metrocom LLC, (“TDS”) dated May ____, 2023, delivery of ____ (__) Fibers was made by _____ to _____ for the following Segment(s) listed on **Exhibit A**: Segment ID Numbers: _____.

Fiber Rejected (fill in reason statement below):

Reason for Rejection:

Signature: _____

Name: _____

Title: _____

Date: _____

EXHIBIT D MAINTENANCE AND REPAIR PROCEDURES

1.0 TROUBLE REPORTING

Prior to calling a trouble ticket, the City must first:

- Verify electric power to each site
- Verify power to the individual equipment (optical switch) at each site for the link in question (power cord, power supply, battery backup / UPS Rack Power Distribution Unit) if applicable
- Visually verify the link is actually down (no link light on SFP's / optics)
- Properly clean fiber optic connectors and ports by utilizing appropriate fiber optic connector/port cleaning tools
- Reseat the associated fiber optic jumper connectors and fiber optic ports on either end of the circuit to try and re-establish the link
- Reseat SFP optics / swap SFP optics with new spare SFP's on either end of the circuit to verify that it's not a failed customer-owned SFP
- Verify the switch ports configuration through Command Line Interface (CLI)
- Determine if switch ports are Up/Down or Down/Down. If Down/Down, re-enable the switch port using the CLI

Upon TDS's Network Management Center receiving a trouble report from City, TDS will use commercially reasonable efforts to dispatch qualified personnel to the location of the outage within 2 hours. At the same time the call will be escalated to TDS's Field Operations Manager. TDS's Field Operations Manager will respond with on call qualified personnel to isolate the problem. The problem may then be escalated as necessary for notification.

2.0 ESCALATION LISTS

• City Escalation List

Electrical Operations Manager
Cell: 920-838-5231; Office: 920-893-3855

Asst. Electrical Operations Manager
Cell: 920-838-5298; Office: 920-893-3856

IT Manager
Cellphone: 920-838-4409; Office: 920-893-3847

TDS Escalation List

TDS Network Management Center
888-790-1216

Glen Campbell
(608) 848-2586
Glen.Campbell@tdstelecom.com

Michael Schneider
(608) 828-9451
Michael.Schneider@tdstelecom.com

3.0 ROUTINE MAINTENANCE STANDARDS

Maintenance of the fiber plant should be completed on a regular recurring basis and documented. Properly installed fiber plant normally needs minimal routine maintenance. Most hazards to fiber plant are external in nature, such as dig ups, pole hits, gun shots, etc. Most destructive events are detected immediately and corrected with plant restoration. A well implemented maintenance plan will permit correction of marginal plant conditions that might otherwise become restoration events. TDS's Network Management Center should be notified in advance of any scheduled Outside Plant facilities (OSP) maintenance activity reported or planned:

TDS Network Management Center
888-790-1216

4.0 CABLE ROUTE SURVEILLANCE

OSP are periodically inspected by field personnel. During this periodic inspection the Cable route is driven/walked to inspect for discrepancies that may affect cable integrity. Any discrepancies found are documented and forwarded into the Outside Plant Maintenance desk for correction and repair as necessary. The following are some of the OSP items that will be inspected:

- Cable route integrity (e.g.: erosion)
- Condition of poles, pedestals, risers, lashing wire, route markers, and signs
- Clearance of aerial facilities
- Construction activity in the area near the cable

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: June 9, 2023
TO: Mayor and Common Council
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Discussion and Possible Action Regarding Downtown Design Strategy

Background: In 2021, the City of Plymouth formed a Downtown Design Ad-Hoc Committee. The project was anticipated to result in a set of recommendations that the City of Plymouth (and its partners) can implement over the next several years. The process to establish recommendations relied on the following steps:

- Evaluate existing conditions of the downtown planning area via field visits.
- Analyze community needs and desires, via review of past planning efforts, discussions with Ad-Hoc Committee members, and input received through stakeholder meetings/open house events.
- Evaluate 22 successful downtown communities (i.e. case studies research).

The Draft Downtown Design Strategy and associated appendices are included as Attachment 1. The Ad-Hoc Committee developed following six recommendations to form the basis of the Downtown Design Strategy:

- Adopt standards and guidelines in a new downtown design overlay zoning district.
- Form an architectural design sub-committee of the Redevelopment Authority.
- Hire an Economic Development Director at the City of Plymouth.
- Improve the City of Plymouth's facade and signage grant program.
- Evaluate the installation of placemaking elements to improve the look and appeal of the downtown area.
- Support the formation of a steering committee to explore the establishment of a downtown business improvement district.

It is important to remember that the Downtown Design Strategy is a strategy document that is somewhat akin to the Comprehensive Plan update. The document does not create or change ordinances, nor bind the Common Council to follow the recommendations should the Council change policy direction change in the future.

As part of the Common Council meeting, Staff will present the document and its recommendations, review questions related to what the Downtown Design Strategy document does and does not do, and walkthrough how the design guidelines would apply. Staff also conducted a survey of downtown property owners and area residents. Those results are included as Attachment 2 and will also be presented at the meeting.

Plan Commission Recommendation: Plan Commission took no formal action on the Downtown Design Strategy. A motion made to “Not-Recommend” the document be adopted by Council failed to receive a second. A motion to “Recommend” the document be adopted by Council did not pass on a 3-3 vote.

Staff Recommendation: The Common Council should discuss and take action on the Downtown Design Strategy. Potential Motions:

- Motion to adopt the Downtown Design Strategy: This motion would signify the Common Council’s approval of the document, both factually and the recommendations. Adoption would signify to Staff to begin work to implement the recommendations pending availability of funding, availability of staff resources, and continued direction of Council on the various recommendations.
- Motion to adopt the recommendation of a certain strategy outlined in the report. (e.g. I move to proceed with implementing x, y and z from the Downtown Design Strategy report).
- No motion – The mayor would note the report is received for information and will be on file in the clerk’s office. Direction to staff would be requested if this signifies the end of the project or if Council would like staff to pursue any other information or recommendations from the Ad-Hoc Committee.

Attachments:

1. Downtown Design Strategy and Appendices
 - a. Google Drive Link For an Electronic Copy: <https://bit.ly/42o3rV0>)
2. Survey Results



DRAFT



PLYMOUTH DOWNTOWN DESIGN STRATEGY

Draft: December 2022

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Draft: December 2022

Prepared for: The City of Plymouth and Plymouth's Downtown Design Ad-Hoc Committee

Prepared by: Bay-Lake Regional Planning Commission



ACKNOWLEDGEMENTS

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OVERVIEW

DOWNTOWN DESIGN STRATEGY

Over the last several decades, the City of Plymouth and the Plymouth community have launched and implemented multiple efforts to improve the look and feel of their downtown. To build from past work, the City of Plymouth contracted the Bay-Lake Regional Planning Commission (BLRPC), in cooperation with Plymouth's Downtown Design Ad-Hoc Committee, to identify ways to beautify its downtown.

The downtown design project is intended to help decision makers identify code amendments, policies, and programs to implement to ensure private development and redevelopment supports the community's vision for the downtown area. This document encourages creativity and high-quality urban design while allowing for flexibility in standards. The Plymouth Common Council has authorized this strategy as a major implementation tool. This project builds on past work including Plymouth's 2002 Downtown Revitalization Master Plan and 2013 Downtown Design Guidelines.

Exhibit 1: Plymouth's Downtown Planning Area Overlay Zoning District



The Downtown Planning Area

This project addresses Plymouth's downtown planning area specifically. Plymouth's downtown is centrally located in the community. It includes properties along E Main Street on the north, Collins Street on the south, Mill Pond on the east, and Spring Street/Milwaukee Street on the west (see Exhibit 1). The Mullet River meanders through the southern portion of the planning area from Mill Pond and out beyond Milwaukee Street.

Project Objectives

Overall, this document intends to:

- Promote economic development of Plymouth's commercial core.
- Provide clear objectives for those embarking on the planning and design of development projects within downtown Plymouth;
- Promote original and high quality design;
- Promote building and site design that fits into the context of Plymouth's downtown;
- Protect the historic character and value of the downtown core. This includes respecting the existing architectural, historic, and cultural features of the planning area.
- Promote sustainable design principles;
- Increase the awareness of design considerations amongst the citizens and businesses of Plymouth; and
- Enhance the character and function of Plymouth's downtown streets;
- Promote compact, walkable development patterns;
- Maintain and enhance property values within downtown Plymouth.

Who must comply with the design standards and guidelines?

New non-residential and multifamily development, and non-residential building additions, remodels, redevelopments, and site improvements located in Plymouth's Downtown Planning Area Overlay District. (Exhibit 1)

New and existing single-family residential developments do not need to comply with the standards and guidelines detailed in this document.

Planning Approach

In 2021, the City of Plymouth formed a downtown design Ad-Hoc Committee and contracted the BLRPC to identify and evaluate protocols, programs, and actions to support the look and feel of downtown Plymouth and to ensure it continues to flourish aesthetically, economically, and culturally.

The project was anticipated to result in a set of recommendations that the City of Plymouth (and its partners) can implement over the next several years.

The process to establish recommendations (which are outlined in the next chapter) relied on the following steps:

1. Evaluate existing conditions of the downtown planning area via field visits and discussions with Ad-Hoc Committee members and City staff.
2. Analyze community needs and desires, via review of past planning efforts, discussions with Ad-Hoc Committee members, and input received through a stakeholder open house.
3. Evaluate 22 successful downtown communities (i.e., case studies research).

The details and results of these steps are documented in several appendices that support this strategy.

What exactly do the design guidelines address?

While the zoning code addresses the types of land uses that are allowed in particular areas and the intensity of development, the design guidelines will address the following elements for improvements in the Downtown Planning Area:

- Site design elements (internal open space, service areas, pedestrian amenities, etc.)
- Building design (character, scale, details, and materials)
- Internal circulation (walkways, internal drives, etc.)

COMMITTEE RECOMMENDATIONS

This section lists and describes recommendations of this project. The planning team established these recommendations following a review of past planning efforts in Plymouth, a review of downtown revitalization best practices, and an evaluation of initiatives and projects administered in communities with successful downtowns. The next chapter will identify steps to implement each recommendation.

- **Adopt standards and guidelines in a new downtown design overlay zoning district.**

In 2013, the City of Plymouth worked with an architectural design firm to establish design guidelines for downtown Plymouth. Since then, the City's Redevelopment Authority have tried to encourage get property owners to follow and integrate these guidelines when renovating their buildings. However, the 2013 guidelines lack the necessary authority to be enforced. This opens up opportunities for poor design. Because the visual character is one of the core pillars propping up downtown Plymouth's quality of life, the City's Ad-Hoc Committee recommends that the City of Plymouth codify design standards, as part of a downtown overlay district, to ensure the appearance and identity of Plymouth's downtown planning area achieves the community's vision for downtown.

An overlay district (standing in contrast to guidelines) is a regulatory tool that creates a special zoning district over one or more existing (base) zoning districts. A design overlay district, in particular, will regulate building design elements, such as storefront facades, building materials and colors, and display windows. This document provides more information about the specific design standards proposed for the Downtown Design Overlay Zoning District.

- **Form an architectural design sub-committee of the Redevelopment Authority.**

Formation of an architectural design sub-committee of the Redevelopment Authority is proposed, if the City of Plymouth implements the downtown design overlay district. The City will need a review body with the technical expertise to evaluate permit applications to determine the extent to which they comply with the requirements and intent of the downtown design standards. The sub-committee is suggested to be a small group, comprised of at least one member with subject-matter expertise (e.g., an architect or urban designer).

The sub-committee could also offer design assistance and property improvement recommendations that coincide with Plymouth's downtown design standards.

- **Hire an Economic Development Director at the City of Plymouth.**

This strategy recommends that the City of Plymouth hire an Economic Development Director to help implement the recommendations set forth in this plan. This position is envisioned to work with downtown property owners to address economic development barriers and discuss funding opportunities, promote tourism and visitor spending, and support continued revitalization of the downtown area. An Economic Development Director could also help to establish and steer other city-wide economic development initiatives and projects.

- **Improve the City of Plymouth’s facade and signage grant program.**

Update the existing grant form, including the contact information. Update the program parameters and include important contextual information about the program. For example, reference the design standards that applicants must adhere to as a condition for receiving grant money. Identify improvements that are ineligible, potentially eligible, and not eligible. Increase the maximum grant amount that can be awarded (and the extent to which award caps vary by improvement type) – this will likely require the City to identify an effective, ongoing funding stream to support this program. Finally, consider modifying the Facade Improvement Grant to the Exterior Improvement Grant (to allow rear and side building improvements to potentially be funded too).

Once improvements to the program have been implemented, the City should improve how the the grant program is promoted (e.g., via continuous, direct outreach).

- **Evaluate the installation of placemaking elements to improve the look and appeal of the downtown area.**

The purpose of this recommendation is to transform spaces, often overlooked, into well-designed places for people to congregate. It will likely require the development of one or more programs to establish the parameters that property or business owners may follow prior to implementing placemaking projects on portions of City-owned rights-of-way (e.g., on-street parking stalls and alleyways). Placemaking program ideas, as discussed by the Ad-Hoc Committee, include a parklet program and an alleyway improvement program.

A parklet is a sidewalk extension onto one or more on-street parking stalls. The extension provides more space and amenities for people using the street. Parklets are typically used for passive recreation, public seating, and/or outdoor dining. An alleyway improvement program could serve in a similar capacity by providing space for public art, outdoor dining, etc.

- **Support the formation of a steering committee to explore the establishment of a downtown business improvement district.**

A business improvement district (BID) is a special assessment district, authorized under state law. It is a defined commercial and/or industrial area, governed by a board of directors. When a BID is formed, property owners inside the BID are assessed an additional property tax to pay for specific projects and services that improve and market the area. A BID for the downtown area can provide the funding mechanism and operational structure to enhance Plymouth’s commercial core.

The City of Plymouth should support the formation of a steering committee to evaluate the extent to which it makes sense for the City to initiate the formation of a downtown BID. The steering committee should include representatives from different downtown business and property owners, representatives from the City of Plymouth and the Plymouth Chamber of Commerce, and representatives from Plymouth’s Downtown Arts and Merchants group.

Adopt Standards and Guidelines in a New Downtown Design Overlay Zoning District

The City of Plymouth contracted the Bay-Lake Regional Planning Commission (BLRPC) to establish downtown design standards and guidelines (recommendations), in cooperation with the City of Plymouth’s Downtown Design Ad-Hoc Committee. This sections presents design standard recommendations for Plymouth’s downtown. They are based off Plymouth’s 2013 Downtown Design Guidelines, developed by Pfaller Architectural Associates, Inc. for the Plymouth Redevelopment Authority.

The City of Plymouth’s Downtown Design Ad-Hoc Committee recommends that the proposed standards, organized on the following pages, be codified in the City’s Zoning Ordinance (Title 13 of Plymouth’s Municipal Code) as an overlay district for the downtown planning area.

How do the Design Standards and Guidelines Apply to My Development?

First – the standards and guidelines herein apply to all new non-residential and multifamily development and non-residential additions, remodels, redevelopments, and site improvements associated with them within the Plymouth Downtown Planning Area defined in Exhibit 1.

New and existing single-family residential developments do not need to comply with the standards and guidelines detailed in this document.

Second, review the provisions of section, which apply to all new and improved development unless otherwise noted. Also, note that some provisions may only apply to particular types of uses or developments.

Maintenance of applicable properties in the Downtown Design Overlay Zoning District is subject to Plymouth’s building code and zoning code.

***Property Maintenance:** the preservation of an asset, or of a condition of property, by upkeep and necessary repairs.*

Plymouth’s downtown area maintains an additional set of standards to ensure ordinary property maintenance in the Downtown Design Overlay Zoning District is conducted in a manner that continues to enhance the area’s streetscape and historic character. Ordinary property maintenance includes painting, decorating, the repair/replacement of original doors and windows, and repairs to other nonstructural components.

Maintenance of properties in the Downtown Design Overlay Zoning District are subject to the “fast track” review process. (see Exhibit 3)

Standards and Guidelines - What Do They Mean?

This document was crafted to provide clear minimum design standards, while integrating necessary provisions that allow some flexibility. Below is a description of key components of this document:

Description statements – are overarching objectives associated with a particular set of standards/ guidelines. An example of an description statement is: “To encourage the incorporation of design details and small-scale elements into building facades that are attractive at a pedestrian scale”.

Standards – are required provisions. They feature language such as “shall”, “must”, “is/are required”, or “is/are prohibited”. Some standards feature a number of different ways to meet the code. While most standards are easily quantifiable, there are some standards that provide a level of discretion in how they are complied with. In the latter case, the applicant must demonstrate in writing how the project meets the intent of the standard(s)

Guidelines – are voluntary provisions. They feature language such as “should”, “is/are recommended”, or “is/are encouraged”. Provision – is simply the term that refers to the specific standard or guideline number in this document. It may also refer to standards and guidelines in a general sense.

Departures – are provisions that allow an applicant to propose an alternative means of compliance with a specific standard on a voluntary basis, provided they meet the “intent” of the standard (departures are not variances). Specific departures often come with additional criteria to aid applicants in designing projects and ultimately helping the reviewing authority make decisions on them.

Also, graphics are utilized throughout this document to help clarify several of the written standards/guidelines.

What’s the Relationship to Plymouth Code of Ordinances & Downtown Design Strategy?

The design standards and guidelines herein are intended to supplement the Title 13 of the Plymouth Code of Ordinances. Whereas the zoning provisions in Title 13 address land use, density, and certain dimensional standards, the provisions herein largely focus on site and building design issues. Where there is a conflict between the provisions herein and Title 13, the zoning ordinance shall apply.

How Does the Downtown Design Review Process Work?

When a project is subject to the design review process, a property owner, architect or contractor submits a design review application. The city staff and Architectural Design Sub-Committee (ADC) then use the guidelines to inform the subsequent design review process.

The following charts identify the steps involved in reviewing and approving an application for design review. The charts are intended to assist applicants in preparing application materials at the appropriate level of detail in the course of the project and in establishing a project schedule.

* **Approvals:** The Zoning Administrator will issue a Certificate of Compliance for a successful downtown design review application. A Certificate of Compliance is necessary as part of the zoning permit process.

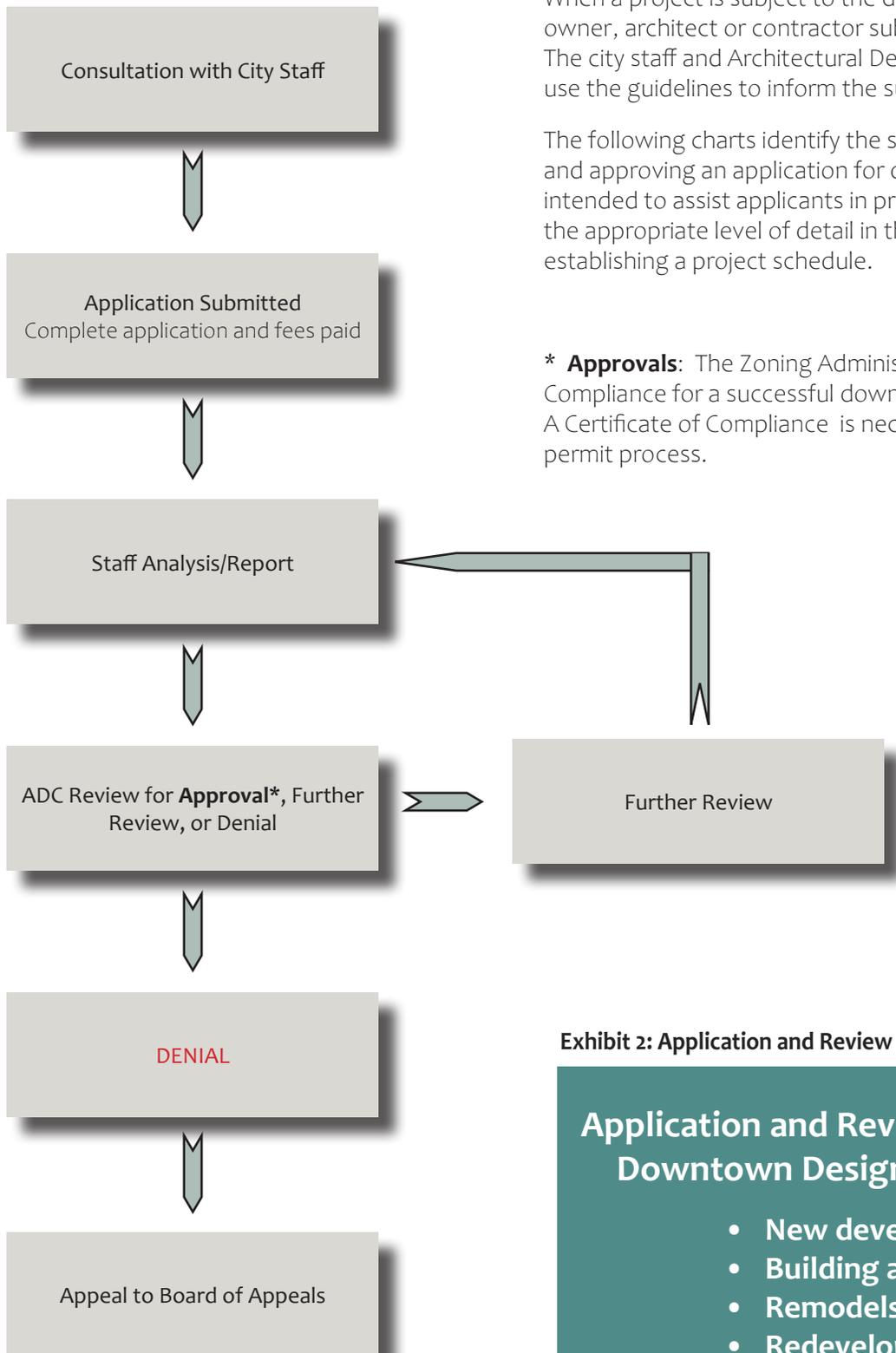


Exhibit 2: Application and Review Process

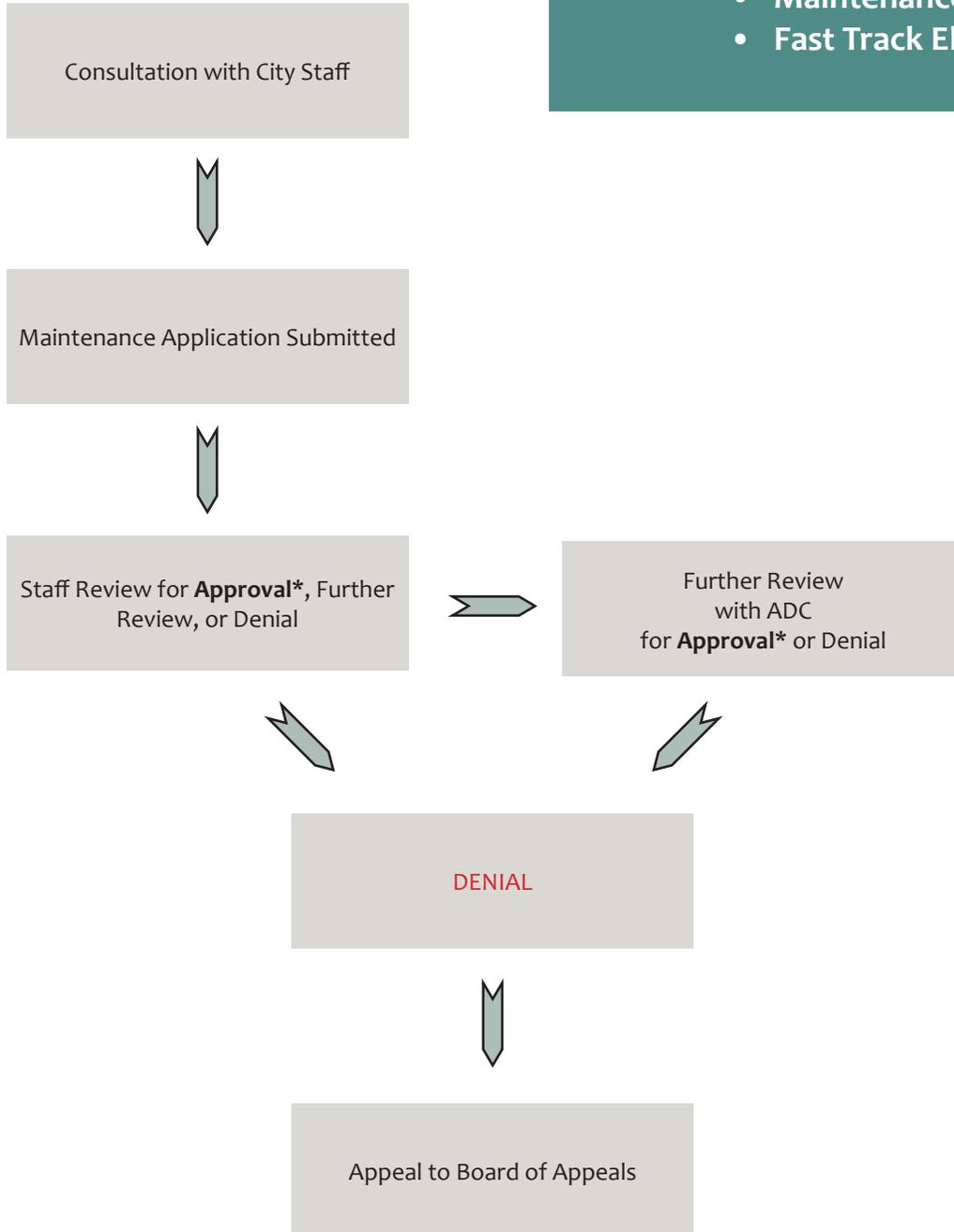
Application and Review Process for the Downtown Design Overlay District

- New development
- Building additions
- Remodels
- Redevelopments
- Site Improvements

Exhibit 3: “Fast Track” Application and Review Process

Application and Review Process for the Downtown Design Overlay District

- Maintenance
- Fast Track Elements



The Design Standards and Guidelines

The following pages organize the proposed design standard recommendations by design element. Each element is listed in a table of contents on the next page. To orient the reader, the standards were established with the following ideas in mind:

- There are 14 design elements. Each element “must” or a “may” be included in a building permit application. If the element is designated with “must,” the property owner will need to adhere to the corresponding design standards for that element (unless a variance is granted). If the element is designated with “may,” the property owner can decide to incorporate the design element. If they must, or choose, to incorporate the design element, they must adhere to the corresponding design standards for that element (unless a variance is granted).
- Standards which are documented in normal, black text are “required.” These standards must be met unless a variance is granted.
- Standards which are *italicized, and blue* are “required, if practical.” As part of a discretionary process, the RDA will work with the applicant and determine whether a proposed project must include the requirement. Among other factors, their determination shall consider building and site layout, materials, historic character, building and site conditions, and costs.
- Some elements are designated as “fast track”. This means the design element’s review process is expeditious or is property maintenance-related (see Exhibit 3).

Contents: Downtown Design Standard Recommendations

1. Awnings and Canopies
2. Materials and Colors
3. Windows and Display Windows
4. Storefront Façade
5. New Infill Building
6. Rear Façade
7. Decks, Patios, and Porches
8. Signs
9. Lighting
10. Roof Form
11. Outdoor Dining
12. Fencing and Retaining Walls
13. Mechanical Equipment, Loading Docks, and Refuse Container Concealment
14. River Orientation/Riverwalk



1. Awnings and Canopies		
Applicability:	This element <input type="checkbox"/> must be included in project. <input checked="" type="checkbox"/> may	<input checked="" type="checkbox"/> Fast Track
Description:	Awnings and canopies are purposed to provide shade and cover from poor weather. From a design perspective, they can soften a rigid streetscape, add color, and act as a transition between the upper and lower façade of a building.	
Standards:	<p>Awnings and canopies must:</p> <ol style="list-style-type: none"> 1.1. Reinforce the frame of the storefront opening, be attached below the storefront cornice or sign panel, and not cover the piers on either side of the storefront. The awnings valance, or skirt, shall be proportional to the size of the awnings, but shall not exceed twelve (12) inches in height. 1.2. Extend well out over the sidewalk, and not be a mere window dressing. The width of awnings should fit the geometry of the building facade. 1.3. Not extend across multiple storefronts of different buildings. They must reflect the window or door openings below. 1.4. Be fixed and round-headed only if windows or doors are arched, if placed below or within the arched lintel, and if desired by the property owner. 1.5. Be loose and flowing, not stretched tight. Fixed awnings must incorporate a “free” valance that allows movement with the wind. 1.6. Use water-repellent or vinyl-coated canvas. Plastic or aluminum awnings or canopies are not permitted. (Note: the traditional commercial awning material is canvas, and its profile is the watershed design). 1.7. Use plain or striped fabrics in a color compatible with building. 1.8. Be replaced when faded or ripped. 1.9. <i>Include signing only (in place of other sign types) on the end panel or front valance, if desired by the property owner. If signing is used on the valence the lettering size must comply with the city’s Sign Ordinance.</i> 	

2. Materials and Colors

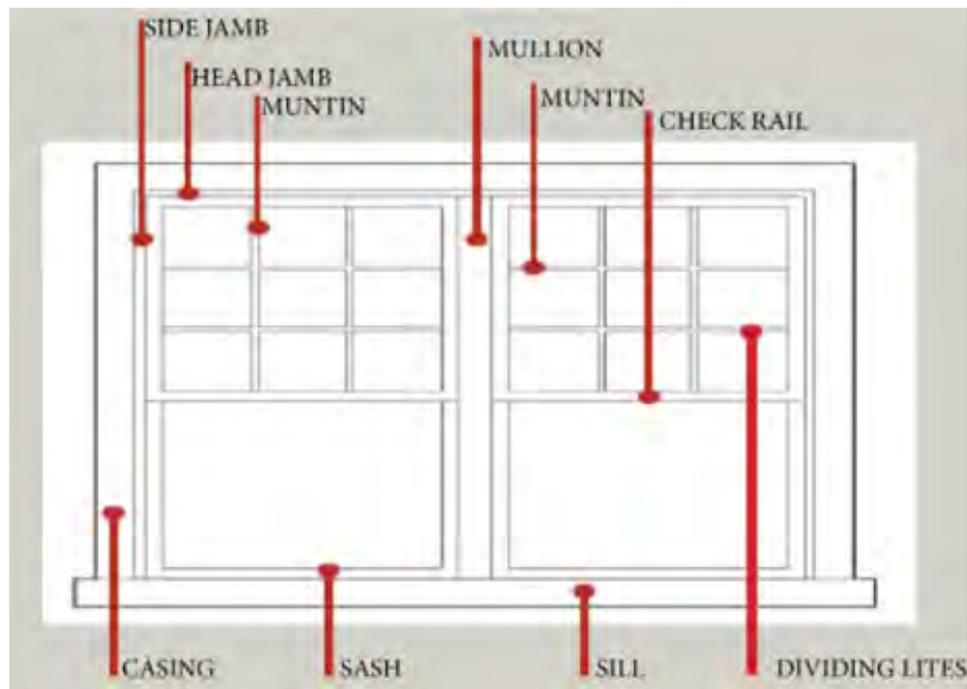
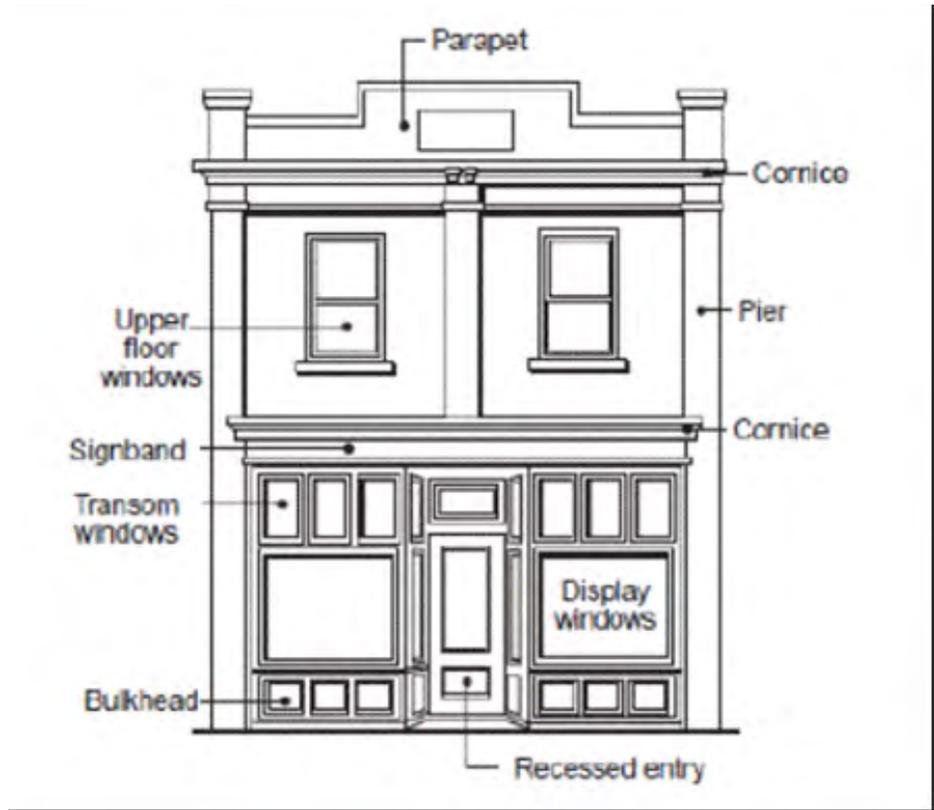
Applicability:	<input checked="" type="checkbox"/> must <input type="checkbox"/> may	be included in project. <input checked="" type="checkbox"/> Fast Track
Description:	Building materials and colors can add variety, visual interest, and a common theme to facades and districts.	
Standards:	<p>Building materials must:</p> <ul style="list-style-type: none"> 2.1 Be similar to the original facade if not already altered in the past. 2.2 Perform their intended function well and be consistently used throughout the design. 2.3 Building additions must complement the existing structure in form, material use, architectural detail, and color. 2.4. Adhere to the following: <ul style="list-style-type: none"> 2.4.1. Concrete block (smooth or decorative split-face), stucco (smooth or textured synthetic), metal, plywood, sheet pressboard, unfinished precast concrete, or poured-in-place concrete shall not be used on building facades or on walls that are visible from streets, driveways, sidewalks, and/or parking areas. 2.4.2. Masonry facades should not be painted nor have sealants applied. If you have a masonry facade that is already painted and the paint seems to be holding, paint it again using colors that are within the natural color range of the material. 2.4.3. Aluminum or vinyl siding is prohibited unless approved by the Architectural Review Committee. 2.4.4. Plaster, stucco, and other exterior insulation finishing system (EIFS) should be used as a secondary material only, comprising no more than 49% of a single facade. 2.4.5. Half timbering is restricted for use only on architecturally appropriate structures. 2.4.6. Pressure treated wood is restricted for use as porch supports, decking, columns, balustrades, and railings. 2.4.7. Any use of this material on a primary facade must have a painted or stained finish. Metals will have an anodized, painted, or powder coated finish. Finishes should be smooth; not to resemble “cake icing”. The exposed lap heights should be limited to a range from three (3) to six (6) inches. 2.4.8. Inappropriate materials include cultured stone, fake or faux brick, rough textured wood siding, wooden shingles, mansard roofs, gravel aggregate materials, and stucco (EIFS) materials. 2.4.9. Engineered wood products are permitted as part of a façade change. 2.4.10. When transitions in materials are made, different materials should meet only at a change in plane, for instance, an inside corner. 	

	<p>2.4.11. Materials will not transition directly at an outside corner edge. One material will turn the corner and carry over to the side elevation to a point at which the corner looks solidly finished.</p> <p>2.4.12. <i>Wood, brick, stone, stucco accents, and glass are the preferred primary building materials for all structures in the district. They should be used on all facades, fronts, sides, and rears of buildings that are visible from streets and parking areas.</i></p> <p>2.4.13. <i>Modular brick is an acceptable material for all building types.</i></p> <p>2.4.14. <i>Oversized or large size bricks may only be used as an accent.</i></p> <p>2.4.15. <i>Adding detail using decorative banding and color or texture transitions is encouraged.</i></p> <p>2.4.16. <i>Cement board siding is acceptable if it maintains the characteristics of traditional clapboard siding.</i></p> <p>2.4.17. <i>The general use of clapboard siding is encouraged.</i></p> <p>2.4.18. <i>The use of ornamental metals as accent material is encouraged.</i></p> <p>2.4.19. <i>Metals may be used for gutters, downspouts, railings, trim, grills, panels, flashing, etc. when appropriate to the architectural style of the building.</i></p> <p>2.4.20. <i>The use of unfinished, exposed metals is discouraged, unless it is compatible with the overall design of the building.</i></p> <p>2.4.21. <i>Pre-cast concrete and cast stone are acceptable if they embody the characteristics of natural stone.</i></p> <p>2.4.22. <i>Natural stone is encouraged.</i></p> <p>2.4.23. <i>The use of wood shingle siding as an accent in dormers and gables as well as a wall finish is encouraged if compatible with the overall design of the building.</i></p> <p>2.4.24. <i>Cement board shingles are acceptable if they embody the characteristics of natural wood shingles.</i></p> <p>2.4.25. <i>Corner trim pieces, such as corner boards on clapboard siding, may be used where appropriate.</i></p> <p>Building colors must:</p> <p>2.5. Be neutral and natural (earth tones) where possible, with contrasting colors acceptable for secondary or accent colors.</p> <p>2.6. Not be primary, bright, or excessively brilliant, unless used sparingly for subtle trim accents. Day-glow or fluorescent colors are prohibited.</p> <p>2.7. Be compatible for shops that occupy multiple-storefront buildings. The use of different colors to identify individual shops within a single structure is visually disruptive and obscures the overall composition of the facade.</p>
	<p>2.8. <i>Be sensitive to the period the building was built, the architectural style, materials, and relationship to other buildings. Building color shall be compatible with the area's character and enhance the buildings visual appeal. To determine a color</i></p>
	<p>2.9. <i>Colors should accentuate the architectural details of the building.</i></p>

3. Windows and Display Windows

Applicability:	This Element <input checked="" type="checkbox"/> must be included in project. <input type="checkbox"/> may	<input type="checkbox"/> Fast Track
Description:	Windows are one of the most prominent and important features of storefronts. Good windows help to conserve energy, improve indoor light quality, and improve aesthetics of storefront facades. Exhibit 4 presents some examples of window types and key terms.	
Standards:	<p>Windows must:</p> <ul style="list-style-type: none"> 3.1. Satisfy the Wisconsin State Building Code and regulations as determined by the City of Plymouth. 3.2. (When completely replaced) contain the same proportions as the original. Consider the horizontal and vertical mullions that provide design continuity throughout the building. Always use the entire original window opening, even if the opening was partially filled in from previous remodeling. 3.3. <i>(If original units are repaired) install custom fabricated storm units to eliminate front and moisture penetration.</i> <p>Commercial Display Windows (in particular) must:</p> <ul style="list-style-type: none"> 3.4. Be transparent. A minimum of sixty (60) percent of the street level facade shall be transparent and thirty (30) percent on rear facades. A minimum of two (2) feet shall be maintained between the glass and any interior dividers to allow for product display. 3.5. (For infill buildings) use window frames made of wood, or appropriately colored aluminum or vinyl clad. 3.6. Not include reflective glass. 3.7. Not include mirrored or heavily tinted glass on the first floor or street level because it conveys a conflicting modern design feeling. It also creates a blank wall effect, which may be offensive to the pedestrian. 3.8. <i>(For remodeling purposes) preserve the original size, division, and shape of display windows within the overall storefront frame.</i> 3.9. <i>Include window detailing such as mutton or mullions (see Exhibit 4). They may be true divided light or simulated divided light.</i> 	

Exhibit 4. Window Types and Key Terms



Source: (Top image) Strathcona Area Redevelopment Plan, accessed via <https://webdocs.edmonton.ca/zoningbylaw/DC1/Strathcona/Commercial.htm>. (Bottom image) Burlington-wi.gov, accessed via: <https://www.burlington-wi.gov/DocumentCenter/View/1740/HPC-Facade-Grant---COA-Application-2020-filable?bidId=>.

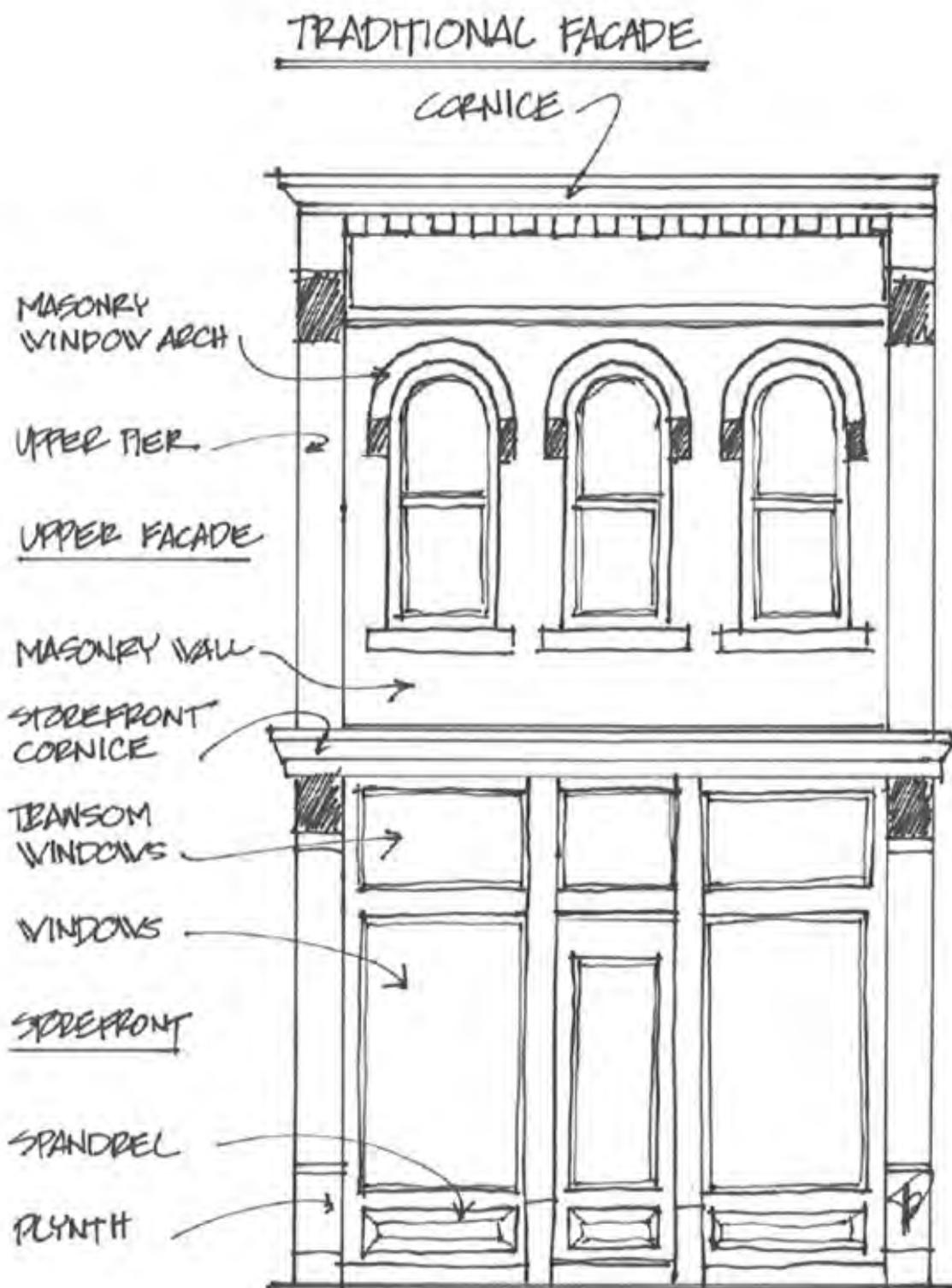
4. Storefront Façade		
Applicability:	<input checked="" type="checkbox"/> must <input type="checkbox"/> may	This Element be included in project. <input type="checkbox"/> Fast Track
Description:	A storefront façade is located on the ground floor or street level of a commercial building and typically includes display windows. See Exhibit 5 for an illustration of the core components of a traditional façade.	
Standards:	<p>Storefront façades must:</p> <p>4.1. Include large windows with thin framing members, a recessed entrance with overhead transom, a storefront cornice, an exposed structural element, or a horizontal sign panel at the top of the storefront to separate it from the upper facade, and low bulkheads at the base to protect the windows and act as a platform for window displays. The basic configuration can be constructed from traditional or contemporary materials, achieving the same results.</p> <p>4.2. Include windows and door openings sized and proportioned similar to those on the adjacent facades.</p> <p>4.3. Include the kick plate, or bulkhead, functions to protect the display window by raising the glass area to a safer and more easily viewed height. Historically, materials have included wood panels, stone, brick, and ceramic tile. The original kick plate materials should always be retained, maintained, or uncovered when possible.</p> <p>4.4. Retain openings containing double entry doors.</p> <p>4.5. <i>Avoid infill panels when providing new windows in existing masonry opening.</i></p> <p>4.6. <i>Avoid concealing the original façade and restore storefront facade to its original character, if applicable.</i></p> <p>4.7. <i>Retain transom windows whenever possible. Transom windows that are covered or blocked should be reopened and restored. If the ceiling inside the store has been lowered, the ceiling could slope up to two (2) to three (3) feet back to meet the transom, or dark painted panels can be placed behind transom windows to help simulate transparency and depth.</i></p> <p>4.8. <i>Use large commercial entry doors with glass panels with vertical proportions to aid a sense of invitation and openness to the business. Avoid solid or residential-type doors with small areas of glass.</i></p> <p>4.9. <i>Light awnings from above, if applicable, and/or may feature lighting beneath to illuminate the sidewalk, however glowing awnings (backlit, light shows through the material) are prohibited.</i></p> <p>4.10. <i>Always try to utilize existing materials. Examples of materials according to location:</i></p> <p>4.10.1. <i>Storefront framework: cast iron, anodized aluminum</i></p> <p>4.10.2. <i>Display windows: clear glass</i></p>	

-
- 4.10.3. *Transom windows: clear, tinted, stained, or etched glass*
 - 4.10.4. *Entrance door: wood or aluminum with a large glass panel at least 3/4 in size*
 - 4.10.5. *Bulkheads: wood panels, polished stone, glass, tile, metal clad plywood parts*
 - 4.10.6. *Storefront cornice: wood, cast iron, sheet metal*
 - 4.10.7. *Side piers should be the same material as the upper facade (typically brick or stone)*

Remodeled and restored storefront facades should adhere to the following:

- 4.11. The remodeled storefront should be designed to fit inside the original opening and not extend beyond or in front of it.
- 4.12. The entry should be maintained and restored in its original location and configuration. If the original entry is gone, the new entry should be designed and placed considering traditional design theme and its relationship to the overall building facade and symmetry.
- 4.13. Storefront bulkheads should be restored or renovated.

Exhibit 5. Components of a Traditional Façade



Source: Plymouth, WI Downtown Design Guidelines (2013).

5. New Infill Building		
Applicability:	<input checked="" type="checkbox"/> must <input type="checkbox"/> may	This Element be included in project. <input type="checkbox"/> Fast Track
Description:	Infill development is any new construction on an undeveloped lot that is not on the urban fringe. New infill buildings developed in Plymouth’s downtown will adhere to strict standards to ensure the façades look appropriate and compatible amid the surrounding buildings.	
Standards:	<p>Infill buildings must:</p> <ul style="list-style-type: none"> 5.1. Architecturally complement and be sympathetic to the significant historic buildings of downtown without mimicking them. Ensure the architecture reflects some of the detailing of surrounding buildings in window shapes, cornice lines, and brickwork. 5.2. Maintain a clear distinction between first floor and upper floors. The first floor should have large areas of glass, and upper floors should have an emphasis on solid walls, with less window area. 5.3. Use the average height and width of the surrounding buildings, to determine a general set of proportions for an infill structure, or the bays of a larger structure. 5.4. Ensure the size and proportion of windows and door openings is similar to those on surrounding façades. The same applies to the ratio of window area to solid wall area for the façade. 5.5. Maintain the horizontal alignment of the transom and display windows on the first floor. 5.6. Maintain the pattern created by upper story windows, considering rhythm, horizontal, and vertical alignment. 5.7. <i>Help to carry the rhythms throughout the block (such as window spacing). If the site is large, the mass of the facade can be broken into several small bays, to maintain a rhythm similar to the surrounding buildings.</i> 5.8. <i>Use materials that are compatible in size, scale, texture, and color with the existing color materials</i> 5.9. <i>Select façade colors that relate to the building’s neighbors.</i> 5.10. <i>Consider the details in surrounding masonry buildings such as joint size, quoining, arches, patterns, etc.</i> 	

6. Rear Façade		
Applicability:	<input type="checkbox"/> must <input checked="" type="checkbox"/> may	This Element be included in project. <input type="checkbox"/> Fast Track
Description:	<p>Rear facades are important, especially when visible from Plymouth’s riverfront area or other areas of downtown. Parking areas, as well as some business entries, are sometimes located at the rear of buildings. When rear facades are more visually interesting, they can increase activity and improve appearances.</p>	
Standards:	<p>Rear facades must:</p> <ul style="list-style-type: none"> 6.1. Include a door and/or window openings that are compatible with building’s architecture. 6.2. Use the same materials and design motifs as on the front and side facades. 6.3. Incorporate wall signs, projecting signs, or awning signs (see Exhibit 6 for reference). 6.4. Include pathways and/or stairs that add or enhance customer access to the building. 6.5. Include an outdoor activity area (e.g., deck or seating), if desired by the property owner. 	

7. Decks, Patios, and Porches		
Applicability:	<input type="checkbox"/> must <input checked="" type="checkbox"/> may	be included in project. <input checked="" type="checkbox"/> Fast Track
Description:	Decks, patios, and porches provide spaces for people to congregate outside on public or private property.	
Standards:	<p>Decks, patios, and porches must:</p> <p>7.1 Encompass massing and details consistent with the architectural style of the building.</p> <p>Decks must:</p> <p>7.2. Not intrude on sidewalks and other walkways.</p> <p>7.3. <i>Be considered on properties facing the Mullet River or parks (to facilitate public interaction), if desired by the property owner.</i></p> <p>Patios must:</p> <p>7.4. Be composed of materials based on the compatibility of those materials with the building’s character. Materials for construction of a low height wall around a patio shall be consistent with the architectural style of the building.</p> <p>7.5. Be colored, textured, or imprinted upon, if made of poured concrete.</p> <p>Porches must:</p> <p>7.6. <i>Only be permitted when appropriate for the architectural style of the building.</i></p>	

8. Signs		
Applicability:	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <p>This Element</p> </div> <div style="text-align: center;"> <input checked="" type="checkbox"/> must <input type="checkbox"/> may </div> <div style="text-align: right;"> <p>be included in project.</p> </div> </div>	<input checked="" type="checkbox"/> Fast Track
Description:	<p>Plymouth’s downtown area contains several different sign types including architectural signs, storefront signs, window signs, awning signs, projecting signs, painted wall signs, and murals (see Exhibit 6 for some examples). In general, signage is expected to be located outside of businesses and are intended to announce businesses’ names.</p> <p>In Plymouth, all signage is subject to Plymouth’s building code and zoning code. Plymouth’s downtown area maintains a secondary set of standards to ensure sign characteristics are designed to enhance the area’s streetscape and historic character.</p>	
Standards:	<p>Signs must:</p> <ol style="list-style-type: none"> 8.1. Adhere to the maximum area of the sign as regulated by Plymouth’s sign ordinance. Graphics in the sign must be included in the maximum allowable area. Actual size may vary, but signboards need not exceed two and a half (2.5) feet high. This size is appropriate for reading distances in a downtown setting. Letters should not be less than eight (8) inches nor more than eighteen (18) inches high. Lettering should account for at least fifty (50) percent and no more than sixty (60) percent of a signboard. 8.2. Be located within/on the building it is referring to. 8.3. Be used to display the primary name of the business only. Use only one line of lettering if possible, leaving out secondary information. 8.4. Be located as to not obscure any architectural features of the building. 8.5. Include only one sign with the business name or graphic logo per street facing side. The exception is that a window sign may be used in addition to other sign types. Note that a projecting sign with two faces is considered one sign. 8.6. Use simple, bold lettering with sufficient contrast between the lettering and the background. 8.7. Be made to make sure that damage to the building is minimized when signage is installed and removed. <i>Reuse of existing mounting brackets, studs or holes is desirable. Never drill holes into bricks, stones, etc.</i> 8.8. <i>Use painted wood where practicable. It is the authentic material and will look appropriate against the weathered brick of Plymouth commercial facades. Modern materials that simulate wood may be acceptable and will be reviewed on a case-by-case basis.</i> 8.9. <i>Not use changeable or movable letters or graphics.</i> 8.10. <i>Not include a “Trademark” or “Logo.”</i> 8.11. <i>Be located above the storefront display windows but below the sills of second floor windows. In some instances, newer buildings contain areas above the highest windows for signage. This location is acceptable but should be avoided if possible.</i> 	

Another option for a storefront sign location can be an awning, provided the awning is properly integrated with the building.

Regarding the coordination of signs:

- 8.12. *Multiple-tenant buildings should submit a sign package that includes building elevations (drawn to scale), sign types, locations, and sizes. View the building as a whole and plan a unified design strategy to take advantage of all possible sign locations.*
- 8.13. *Tenants and owners should use a common lettering style and color scheme on the building.*
- 8.14. *Design the sign package to emphasize the whole width and geometry of storefronts and individual buildings. Avoid the use of unified signage across multiple buildings that are obviously separate and of different and distinct scale or architecture.*
- 8.15. *Consider giving the entire building an identifiable name (i.e., “Plymouth Mercantile”) with individual business signs near the entrances, or on a common directory.*

Regarding sign lighting:

- 8.16. *Use incandescent indirect lighting and place spotlights discreetly, in such a way as to shield the source from pedestrians and vehicular traffic.*
- 8.17. *Neon lights are permitted in window signs only. Design them with respect from the historic ambiance of the area.*
- 8.18. *Do not use flashing, moving, or intermittent lights.*
- 8.19. *Do not use internally or back-lit signs, either projecting, wall mounted, or hung inside the window.*

Regarding historic and architectural signs:

- 8.20. *The maintenance and restoration of any existing historic sign is encouraged in lieu of replacement.*
- 8.21. *Architectural signs are those which are integrated into the building fabric and are constructed of permanent materials such as stone or metal. These add a sense of history and place to the character and fabric of Plymouth. It is important to preserve existing architectural signs and promote original building names.*

Regarding window signs:

- 8.22. *Keep the display space clear. In these cases, insert the sign at the base and/or the head of the window.*
- 8.23. *Keep the lettering small remembering that the reader will be near the sign. Use several lines where necessary and consider curving the top line at the head of the window.*
- 8.24. *Lettering formed with neon may be used in the inside of the window, provided the size, light intensity, color, and style are consistent with the theme of the building.*

- 8.25. *For total sign area in the windows, refer to the Plymouth sign ordinance. Signage should be sympathetic to the historic nature of downtown.*
- 8.26. *Display street numbers on or directly above the door, and business Regarding architectural signs:
Regarding projecting signs:*
- 8.27. *Keep projecting signs small and simple.*
- 8.28. *Only one projecting sign is permitted per building provided no other signs exist. Supporting brackets for projecting sign should be metal, painted black.*

Exhibit 6. Types of Building Signs



Source: Inner West, accessed via: <https://www.innerwest.nsw.gov.au/about/policies-plans-and-regulations/home-safety-regulations/signs-and-advertising-structures>.

9. Lighting		
Applicability:	<input checked="" type="checkbox"/> must <input type="checkbox"/> may	This Element be included in project. <input checked="" type="checkbox"/> Fast Track
Description:	Lighting on a building facade can add character to buildings, illuminate the pedestrian environment, and highlight architectural/design features.	
Standards:	<p>Lighting and/or lighting fixtures must:</p> <ol style="list-style-type: none"> 9.1. Be located, aimed, or shielded to minimize glare, sky glow, and stray light trespassing across property lines. 9.2. Incorporate basic light levels as recommended by the City of Plymouth to limit “light pollution” and preserve the nighttime environment. 9.3. Be recessed (i.e., applicable to lights in gas pump island canopies). 9.4. Be located within landscaped areas and not freestanding in parking lots (i.e., applicable to light poles). 9.5. <i>Be concealed or integrated into the overall design of the project. The light source should be hidden from direct pedestrian or motorist view. Pedestrian-level lighting is encouraged along sidewalks and on buildings to enhance area safety and character.</i> 	

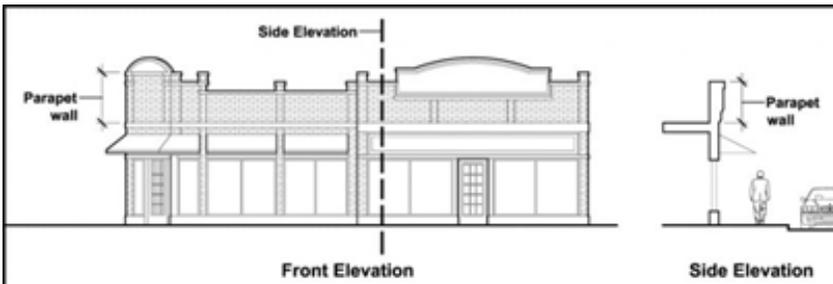
10. Roof Form		
Applicability:	<input checked="" type="checkbox"/> must <input type="checkbox"/> may	This Element be included in project. <input type="checkbox"/> Fast Track
Description:	Well-designed roofs can help to make buildings look more visually stimulating.	
Standards:	<p>Roofs must:</p> <p>10.1. Be concealed with a parapet if flat. (See Exhibit 7 for parapet examples).</p> <p>10.2. Include details and ornamentation on parapets to reflect the style or period of the building.</p> <p>10.3. Locate and group dormers, as appropriate, according to the precedents of the architectural style of the building. (See Exhibit 8 for dormer examples)..</p> <p>10.4. Conceal protrusions, other than the chimney, behind the primary roof parapet or a screen that matches the architectural character and materials of the structure.</p> <p>10.5. Not use asphalt and fiberglass shingles on vertical surfaces.</p> <p>10.6. Contain and manage water runoff on the property or sent to public draining areas without passing through the neighbor’s property.</p> <p>10.7. <i>(If desired by the property owner) include skylights only if they are architecturally appropriate</i></p> <p>10.8. <i>Use appropriate roofing surfaces and materials. Built-up roofing surfaces are acceptable with very low pitched or flat roofs concealed with a parapet. Synthetic rubber roofing is appropriate for very low pitched or flat roofs concealed with a parapet. Fiberglass membranes are also available in this category of roofing. Asphalt shingles are acceptable for use on all pitched roofing types. Thicker shingle types with shadowed edges are preferred. The use of clay tile is encouraged if appropriate to the architectural characteristics of the building. Cement tiles are acceptable if they maintain the characteristics of traditional clay tile, or another more traditional roofing material. The use of slate is encouraged if appropriate to the architectural characteristics of the building. Sheet metal shingles and standing seam metal will be reviewed for approval on a case-by-case basis.</i></p>	

Exhibit 7. Parapet Walls



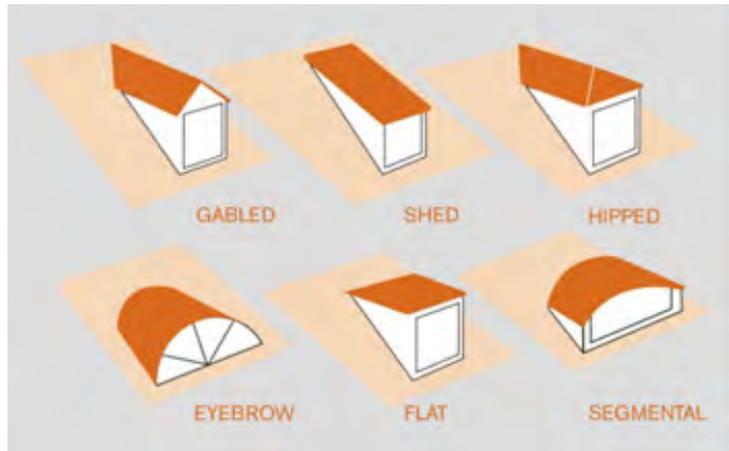
Source:

(Top Image) Ministry of Business, Innovation & Employment (March 2018), accessed via <https://www.building.govt.nz/assets/Uploads/building-code-compliance/b-stability/b1-structure/guidance-securing-parapets-facades.pdf>.



(Bottom Image) HOWTOCIVIL (2021), accessed via <https://www.howtocivil.com/parapet-wall-design-types-and-functions/>.

Exhibit 8. Types of Dormer Windows



Source: (Left) BLRPC. (Right) InterNACHI (2018), accessed via: <https://forum.nachi.org/t/roof-and-dormer-types/125612>.

11. Outdoor Dining		
Applicability:	<input type="checkbox"/> must <input checked="" type="checkbox"/> may	This Element be included in project. <input checked="" type="checkbox"/> Fast Track
Description:	Outdoor dining can benefit the property owner the outdoor dining serves. It can also enhance the pedestrian realm and encourage activity. Outdoor dining is subject to City Plan Commission approval	
Standards:	Outdoor dining must: <ul style="list-style-type: none"> 11.1. Be associated with an adjacent eating or drinking establishment. 11.2. Provide space for pedestrians to pass when outdoor dining infringes upon or is directly adjacent to a public right-of-way or walkway. 11.3. Be appropriate for the architectural character of the building. 11.4. (If desired by the property owner) include a seasonal fence around outdoor dining areas which is no higher than thirty-six (36) inches <i>and be constructed of materials appropriate for the architectural character of the building (e.g., brick, stone, or a decorative landscape block).</i> 11.5. <i>Include public seating areas consistent with the style of other public amenities, if adjacent to or located within public areas.</i> 	

12. Fencing and Retaining Walls		
Applicability:	<input type="checkbox"/> must <input checked="" type="checkbox"/> may	This Element be included in project. <input checked="" type="checkbox"/> Fast Track
Description:	Fencing and retaining walls are visual barriers purposed for concealment or decoration. In many instances they are purposed to conceal trash receptacles, condensers, or transformers which occupy the same general areas desired for pedestrians.	
Standards:	Fencing and retaining walls must: <ul style="list-style-type: none"> 12.1. Be built of brick and suitable masonry units, stone, decorative metal, <i>or another material compatible with the adjacent building.</i> 12.2. Not be made of stockade, bound-on board, picket, and chain link. Permanent or retractable security gates or bars is also not prohibited. <i>Certain types of interlocking concrete block and landscaping timbers are not desired.</i> 	

13. Mechanical Equipment, Loading Docks, and Refuse Container Concealment		
Applicability:	<input type="checkbox"/> must <input checked="" type="checkbox"/> may	This Element be included in project. <input checked="" type="checkbox"/> Fast Track
Description:	<p>Concealment and/or screening of mechanical equipment, loading docks/service areas, and refuse containers helps to hide unsightly building elements from view.</p> <ul style="list-style-type: none"> • Mechanical equipment includes, but is not limited to, air compressors, HVAC equipment, solar panels, window air conditioners, utility boxes, pedestals, satellite dishes, and vents/stacks. • Loading docks and service areas are sections of a building where goods from vehicles are loaded and unloaded. These docks/areas are commonly found on commercial, industrial, and warehouse buildings. • Refuse containers includes any waste or recycling container, including dumpsters, trash cans, garbage pails, and plastic trash bags. 	
Standards:	<p>Mechanical equipment must:</p> <p>13.1. Be concealed behind the primary roof parapet (or a screen that matches the architectural character and materials of the structure), if located on the roof of a structure.</p> <p>13.2. Be underground, if the mechanical equipment is newly installed utility services and/or service revisions necessitated by exterior alterations.</p> <p>13.3. <i>Be concealed from public rights-of-way, walkways, primary customer parking areas, and neighboring residential or public uses to the highest degree possible. Electrical service boxes are excluded from this requirement but should be located as unobtrusively as possible.</i></p> <p>Loading docks must:</p> <p>13.4. <i>Not face a public street and be hidden from view by a planted landscape buffer if visible from the river and parks.</i></p> <p>13.5. <i>Be located or screened so that they are not visible from the pedestrian level. Screening materials and design should be compatible with building architecture and other site features.</i></p> <p>Refuse containers must:</p> <p>13.6. <i>Be concealed from public rights-of-way, walkways, primary customer parking areas, and neighboring residential or public uses to the highest degree possible.</i></p> <p>13.7. <i>Be colored, styled, and made of materials consistent with the principal structure. This includes publicly accessible refuse containers, which may be found adjacent to an outdoor eating area.</i></p> <p>13.8. <i>Incorporate landscaping material around refuse container screening.</i></p>	

14. River Orientation/Riverwalk		
Applicability:	<input checked="" type="checkbox"/> must <input type="checkbox"/> may	This Element be included in project. <input type="checkbox"/> Fast Track
Description:	<ul style="list-style-type: none"> To increase awareness of and appreciation for the Mullet River and improve the appearance of the business districts as seen from the Mullet River, Utility Park, Huson Park, Stayer Park, etc. To increase the use of the parks for recreational and tourist-oriented activities and to promote the riverwalk experience. To create links between the downtown and the river that enhance the pedestrian experience. 	
Standards:	<p>River orientation/riverwalk locations must:</p> <p>14.1. Renovation and new development on sites with views of the Mullet River should promote interaction between the river and the riverwalk. Building activities should be oriented toward the river where practical. Large windowless walls, service areas, utilities, etc. should be designed sympathetically with the views and activities of the river.</p> <p>14.2. Buildings on parcels adjacent to the Mullet River and/or parks are highly visible from these public areas and shall be designed, constructed, and maintained to ensure an attractive appearance. Materials selected from the main facades may differ from those approved for the secondary facades, but general design treatment and color schemes shall be consistent around all sides of the building.</p> <p>14.3. Business uses facing the river are encouraged, especially recreation and tourist-oriented uses. If the building has entrances from both Mill Street and the riverside, the front, or street entrance, should be treated as the primary entrance.</p> <p>14.4. Rear entries should be inviting and attractive. Options to achieve this goal include a glass door, ample windows, signage identifying the business, an awning or canopy above the doorway, appropriate lighting, landscaping, planter boxes, etc.</p> <p>14.5. Outdoor storage of any kind, excluding seasonal retail product displays, shall be screened from view from the river and from neighboring parcels.</p> <p>14.6. Rear patios and decks that allow views of the river and parks are strongly encouraged.</p> <p>14.7. Pedestrian connections to the riverside trail are strongly encouraged. Existing pedestrian connections from the street to the river should be preserved and maintained.</p> <p>14.8. All plantings within fifty (50) feet of the river edge shall be native and noninvasive species.</p>	

Formation of an Architectural Design Sub-Committee

Composition

The Architectural Design Sub-Committee (ADC) shall consist of five (7) members, one (1) of which shall be an elected official; and six (6) members consisting of at least one (1) architect, one (3) downtown business/property owner, and one (2) City/Town of Plymouth citizen. Other members shall be persons of recognized experience and qualifications. Two alternate members may be appointed by the Mayor to serve on the ADC in the event a standing member is removed or unable to serve for any reason.

Individuals are nominated by the Mayor and appointment is subject to confirmation by the Common Council. The members of the ADC shall be appointed for a term of 3 years (1 year for alternates) at the annual organizational meeting of the Council. The Mayor offers existing members in good standing the opportunity to be nominated for subsequent reappointment(s). Their terms shall begin on May 1st following appointment. If a vacancy occurs in any of the above-mentioned positions, the Mayor may appoint a successor at any time to fill the unexpired term in that position. No compensation shall be paid for serving on ADC.

The ADC shall, at its first meeting in May of each year, elect a Sub-Committee Chair, Vice-Chair, and Sub-Committee Secretary.

Attendance

Dedicated attendance at all meetings of the ADC and careful performance of the duties required of members shall be a prerequisite to continuous membership on the Sub-Committee. Should a member fail to attend three (3) consecutive regular meetings of the Sub-Committee, and should there be no adequate excuse for such absences, or if a member misses more than six (6) meetings in a period of one year, the Chair, with the agreement of a majority of the entire Sub-Committee, shall recommend to the Common Council that the member be removed and that the vacated position be filled.

Powers and Duties

The purpose of the ADC is to ensure that all construction and structures within Plymouth's Downtown Planning Area Overlay District meet standards of architectural quality, consistency, aesthetic design, and finish of the city's Downtown Design Standards.

The ADC is established to approve or disapprove the design of new non-residential and multifamily development, and non-residential building additions, remodels, redevelopments, and site improvements located in Plymouth's Downtown Planning Area Overlay District.

New and existing single-family residential developments **do not** need to comply with the downtown design standards and guidelines overlay zoning district.

Notification

The ADC's agenda shall be distributed to Sub-Committee members no later than three (3) calendar days prior to a scheduled Sub-Committee meeting. The form of the agenda shall be approved by the Sub-Committee and shall contain the following paragraphs:

“Applicants are hereby notified to be present or to have an authorized agent attend the meeting. Any discussions and/or presentations made by an authorized agent shall be binding. Failure to attend will prevent consideration of the application. Persons having an interest in the above are invited to attend.

If any applicant decides to appeal any decision made with respect to any matter considered at this meeting, it shall be the responsibility of the applicant to provide testimony and any evidence upon which the appeal is to be based.”

Meetings/Sub-Committee Decisions

Scheduled meetings shall be held at City Hall. Meetings may be called at the Sub-Committee Chairperson's discretion but shall allow time for a minimum notice of three (3) working days to designate the place, time and notification of the applicant.

A quorum shall consist of three (3) members of the Sub-Committee. All decisions require the concurrence of at least three (3) members. No letters of proxies from absent Sub-Committee members shall be read or considered. No Sub-Committee member shall take part in the consideration of any case in which he/she is a party or has a financial interest.

The applicant or an authorized representative must be present at the meeting to represent the application and respond to questions. At the meeting, City staff will present a staff report with pictures and staff's recommendation. Following the staff report, the applicant will be given the opportunity to present the proposal with any changes or corrections to the report. The ADC will ask any questions they may have and may ask for changes, if appropriate. The Sub-Committee will then vote to approve the application as submitted or modified, defer for further study, or deny the application.

Documentation Required of the Applicant for Sub-Committee Review

Depending on the nature of the project, the applicant is expected to submit the following information at least thirty (30) days in advance of any scheduled meeting of the Architectural Review Sub-Committee:

- Site plans, floor plans, building elevations with appropriate detail on the design of doors;
- windows, ornamentation, signs, lighting, visible mechanical equipment, and other details;
- Landscape plans;
- Estimate of finished project value;
- Proposed signs;
- Proposed lighting;
- Samples of colors and materials;
- Preliminary engineering plans for streets, paths, parking lots, etc.;
- Photographs of the site, building, and/or surrounding properties; and
- Any other information that would assist the Sub-Committee in evaluating the application.

Fast Track Review Procedures

In the interest of expediting an applicant's request through the architectural review process, the Architectural Review Sub-Committee may consider City staff recommendations in lieu of applicant testimony for abbreviated review and approval. A simple majority of the Sub-Committee may proceed with an abbreviated review process if further review is necessary at the request of City staff.

The Fast Track process may typically take City staff 30-to-45 days to render a decision following application submittal. However, each application is reviewed on a case-by-case basis and will be dependent on the nature of Fast Track project and whether ADC review is requested by City staff, requiring additional time to approve or deny the application.

Approval or Denial

Approved applications by the Architectural Review Sub-Committee shall be presented to the City Zoning Administrator. The Zoning Administrator will issue a Certificate of Compliance for a successful downtown design review application. A Certificate of Compliance is necessary as part of the zoning permit process.

Denied applications may be appealed to the City of Plymouth Board of Appeals at the discretion of the applicant in accordance with the City's established appeals process detailed in Title 13 of Plymouth's Municipal Code.

Hire an Economic Development Director at the City of Plymouth.

Hiring an Economic Development Director would provide Plymouth with an individual that will work to strengthen the local economy and diversify the city's tax base. The Economic Development Director organizes the recruiting of new businesses, retaining existing ones, and assisting businesses when they can expand operations locally. These events bring additional tax revenue and provide citizens with new employment opportunities.

In an effort to implement this Downtown Design Strategy, the Economic Development Director will work explore funding options, work with downtown property owners to address concerns, promote the City of Plymouth, and support continued revitalization of the downtown area.

1. Hiring Process

The Economic Development Director is hired through the city's normal hiring process. The position is a full-time role that reports to the Mayor. Other city officials and local business leaders may serve on an interview panel when the City fills a vacancy.

2. Qualifications

This Economic Development Director position requires a high-level of technical and professional competency with a proven and verifiable track record of success. Graduation from an accredited four-year college or university with a degree in economic development, marketing, public relations, or business management is required. Additionally, the candidate should possess five (5) years of progressive management responsibility with experience in a municipal setting or any combination of education and experience needed to meet the qualifications of the position. Private sector experience may also be useful because so much of the position revolves around building relationships and trust with business leaders.

Necessary knowledge, skills and abilities:

- Professional maturity and self-confidence to provide administrative insights.
- Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
- Strong communication, interpersonal, and team building skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Knowledge of State statutes, City ordinances, City policy statements, and policies regarding recreation administration.
- Strategic planning skills.
- Ability to gather data, investigate and analyze information while being able to draw conclusions and issue recommendations.

3. Roles and Responsibilities

The Economic development director administers economic development programs for the City of Plymouth. While the position deals with individual businesses in individual situations, they maintain a macro-level perspective on the city's economy. The Economic development director studies market trends and applies their expert judgment to opportunities and threats facing the local economy.

The economic development director advises the city manager and council on emerging and existing economic development issues. The director may also present to local civic and business groups on proposed economic development agreements.

To ensure that businesses are treated fairly, the director writes city policy governing how tax and other incentives will be awarded to businesses. These policies affect what sort of economic impact must be reasonably expected in order for businesses to qualify for particular incentives. Economic development policies are ultimately approved by the Common Council. Deviations from policy are also brought to the Common Council for approval.

4. Economic Growth

The Economic Development Director maintains an inventory of available properties for businesses to occupy including retail space, industrial space, and open land. The director should try to match businesses to available space so that business can boost substantial job opportunities to existing and new residents. Hundreds of new jobs mean new housing construction, more retail establishments, and more city revenue.

In addition to bringing in new businesses, the director's role is to strengthen the businesses already located in the city. Work with businesses to remain where they are and expand operations when appropriate. Losing an existing business can be worse than having a new business choose to locate elsewhere. Missing out on a new business means no economic impact. Losing an existing business means an adverse economic impact to the city.

Improve the City of Plymouth's facade and signage grant program

- Update the existing grant form to include current contact information.
- Update the program parameters and include important contextual information about the program. For example, reference the design standards that applicants must adhere to as a condition for receiving grant money.
- Identify improvements that are ineligible, potentially eligible, and not eligible.
- Increase the maximum grant amount that can be awarded (and the extent to which award caps vary by improvement type) -- this will likely require the City to identify an effective, ongoing funding stream to support this program.
- Consider modifying the Facade Improvement Grant to the Exterior Improvement Grant (to allow rear and side building improvements to potentially be funded too).

Improve how the the grant program is promoted (e.g., via continuous, direct outreach).

Evaluate the installation of placemaking elements to improve the look and appeal of the downtown area

The purpose of this recommendation is to transform spaces, often overlooked, into well-designed places for people to congregate. It will likely require the development of one or more programs to establish the parameters that property or business owners may follow prior to implementing placemaking projects on portions of City-owned rights-of-way (e.g., on-street parking stalls and alleyways). Placemaking program ideas, as discussed by the Ad-Hoc Committee, include a parklet program and an alleyway improvement program.

A parklet is a sidewalk extension onto one or more on-street parking stalls. The extension provides more space and amenities for people using the street. Parklets are typically used for passive recreation, public seating, and/or outdoor dining. An alleyway improvement program could serve in a similar capacity by providing space for public art, outdoor dining, etc.

The Placemaking Process

The placemaking process for Plymouth's Downtown project area can be used either in retrofitting an existing space or planning a new space. Because every situation is different, the steps are not always exactly the same, nor do they always happen in the same order. The following is a five-step process to get more people involved in observing, planning, and shaping a place.

1. Define Place & Identify Stakeholders

Selecting the right site and stakeholders is a crucial first step to turning a place around. The placemaking process starts with a meeting to engage community representatives from public, private, and civic sectors in order to identify the main issues that different groups face, and to identify a particular place or places to focus their placemaking efforts.

A rule of thumb: When selecting stakeholders should have some direct connection, as well as an interest in, the space. They may include residents, businesses adjacent to the space, and cultural, religious, or educational organizations. Government officials are facilitators and partners in implementing the community's vision.

Key questions to consider in stakeholder outreach include:

- Who is interested in having things change?
- Are they willing to participate in some way using their talents or funds?
- Are there any existing funds that could be used to make improvements or program the space?
- Are there existing organizations that could provide long-term management for the space?

2. Evaluate Space & Identify Issues

In this step, participants take stock of how a space is used, and how it can be improved. A Placemaking Workshop is one of the most effective tools to make use of stakeholders' knowledge, intuition, common sense, and input. The goal of the Placemaking Workshop is to better understand the space and its challenges.

3. Place Vision

In this step, key stakeholders develop a Place Vision, based on insights from the Placemaking Workshop. This document includes several parts:

- A mission or statement of goals. Shared goals of stakeholders are a foundation for a Place Vision.
- A definition of how a space will be used, and by whom. The nature of the space guides the goals of those involved.
- A description of the intended character of the space. A clear idea of what the space will be keeps the vision focused.
- A concept plan for how the space could be designed. Once an initial concept plan has been created, assess the feasibility of the plan and identify any barriers to implementation.
- Successful examples of similar spaces or parts of spaces.
- An action plan for short-term and long-term improvements.

Just as important as the Place Vision document is the subsequent plan for management. A management organization is necessary to keep a space active and well-maintained.

4. Short-Term Experiments

The most important step in the placemaking process is implementation—putting the vision into action. Good public spaces don't happen overnight, and people do not need to have all the answers at the outset to start improving. The key is to help the space grow incrementally by implementing and evaluating projects.

These projects consist of short-term improvements and programs that require a short timeline and a small budget, and can be easily undone. However, they are not an end in themselves. These projects are an opportunity to test ideas that will help implement the community's Place Vision for their public space.

Short-term projects can take many forms, requiring varying degrees of time, money, and effort, such as:

- Amenities. From flexible seating to book and game kiosks to planters of petunias to rotating public art, amenities provide a low-cost means to add activity and comfort to a space.
- Programming. Regular events can build momentum, showcase local talent, and build new partnerships. While one-off events cannot take the place of ongoing programming, they can help test new ideas and adapt the community vision.
- Light Development. Temporary structures can provide an alternative to capital-intensive construction. Existing buildings can be given a facelift, while sheds, vending carts, shipping containers, and tensile structures can enable new uses, forge an identity, and attract additional investment.

5. Ongoing Reevaluation & Long-Term Improvements

It is easy to forget that a public space project will never be finished! While short-term experiments can jump-start the placemaking process, they never truly finish the job on their own.

Creating great places is an ever-evolving process: It is important to check in on earlier projects by performing an evaluation of the space at different times of the day and year. The best parks have maintenance and programming staff members complete evaluations on a regular basis, as part of their long-term plan—some as often as once a day. Beyond looking for things that are “broken,” it focuses on how parts of the space are used over time.

With this information, managers can continue to re-invent the space and pursue more long-term improvements, such as removing physical barriers, adding a ground-floor use to the blank wall of a building, or constructing additional structures for programming or storage. When needed, additional experts, consultants, and partners can help address specific remaining challenges.

Adapting the management plan in accordance with changing circumstances also ensures that the space is well-loved and well-used over time.

Support the formation of a steering committee to explore the establishment of a downtown business improvement district.

A business improvement district (BID) is a special assessment district, authorized under state law. It is a defined commercial and/or industrial area, governed by a board of directors. When a BID is formed, property owners inside the BID are assessed an additional property tax to pay for specific projects and services that improve and market the area. A BID for the downtown area can provide the funding mechanism and operational structure to enhance Plymouth's commercial core.

The City of Plymouth should support the formation of a steering committee to evaluate the extent to which it makes sense for the City to initiate the formation of a downtown BID. The steering committee should include representatives from different downtown business and property owners, representatives from the City of Plymouth and the Plymouth Chamber of Commerce, and representatives from Plymouth's Downtown Arts and Merchants group.

SUMMARY OF PROJECT APPENDICES

The BLRPC put together the following appendices to document important details and interim work products prepared for this project. The appendices help to inform the recommendations of this project as well as provide background information and cursory details about the Plymouth downtown planning area.

Appendix A: Existing Conditions

Appendix A presents the details of a review of existing conditions in Plymouth’s downtown planning area. The information compiled in this appendix helped to inform the development of recommendations found in this plan. Appendix B can also serve as a baseline of data and information to evaluate future changes and conditions to, once recommendations are implemented and have time to influence the area.

Appendix B: Case Study Evaluation

Appendix B documents an evaluation of communities with successful downtowns. The evaluation helped to inform the development of recommendations found in this plan.

Appendix C: Funding Options Matrix

Appendix C identifies and describes a range of funding tools that the City of Plymouth may implement, apply for, or use to fund initiatives, projects, programs, and personnel aimed at improving the downtown planning area.



PLYMOUTH
DOWNTOWN DESIGN STRATEGY





Appendix A: Existing Conditions

The Bay-Lake Regional Planning Commission prepared this appendix as part of the "*Plymouth Downtown Design Standards and Guidelines Project Recommendations*" report.

Draft: December 2022

Downtown Plymouth: Assessment of Existing Conditions

To help inform the direction of the downtown design project (and any resulting recommendations), the BLRPC documented a baseline of existing conditions to learn what is currently working well and what could be improved upon in the downtown planning area (see Exhibit 1).

1. METHODS

The BLRPC evaluated existing conditions through site visits, conversations with City of Plymouth staff and Ad-Hoc Committee members, and the review of relevant planning documents. Documents reviewed as part of this project are summarized below.

Exhibit 1. Downtown Planning Area



- **Plymouth Comprehensive Plan (2021 – 2022).** The BLRPC is concurrently developing a 20-year comprehensive plan for the City of Plymouth. The comprehensive plan will guide planning and development decision over the next 20 years. Public input received during this planning process has helped to explain the community’s desires for its downtown. These findings can shape the direction and/or recommendations of Plymouth’s downtown design project.
- **Mullet River Corridor Study (2015).** MSA Professional Services, Inc. prepared a study in cooperation with the City of Plymouth to (among other objectives) evaluate “the costs and benefits of implementing a number of infrastructure improvement projects along Mullet River in the Downtown.” Many, but not all, of the recommended actions in this study have been implemented.
- **Plymouth, WI Downtown Design Guidelines (2013).** Pfaller Architectural Associates, Inc. developed Plymouth’s existing downtown design guidelines for the Plymouth Redevelopment Authority. The document identified the boundaries for a downtown overlay district; defined key design, administrative, and regulatory terms and concepts; established guidance for site design and building design elements; and created procedures and an application for design review. Any design standard recommendations, established as part of this project, can build off this document.

- Plymouth Downtown Revitalization Master Plan (2002).** Downtown Professionals Network, in association with Hoisington Koepler Group, Inc. developed Plymouth's downtown revitalization plan for the City of Plymouth, the Plymouth Chamber of Commerce, and the Plymouth Advancement Association. The intent of the plan was to help establish Plymouth's downtown as a "charming and pedestrian-friendly business district." Following a downtown audit and market analysis, the plan established a set of objectives and a strategy to encourage redevelopment and revitalization that would achieve the community's vision for the area (copied in the sidebar to the right).
- Zoning Map and Ordinance (existing).** The City of Plymouth's current regulatory framework to control physical development is its zoning map and zoning ordinance. These tools work by assigning each parcel in Plymouth with a district zone (e.g., R2 – Single Family and B3 – Business Highway). The zoning map displays the location of each zone. Properties located in a particular zone must adhere to a set of specific requirements. These requirements are listed in the City of Plymouth's zoning ordinance (Title 13 of Plymouth's Municipal Codes). Many requirements are specific to a certain zone, some are specific to a particular area (which may be composed of multiple zones), and some are mandated for the entire city. This project will evaluate zoning requirements that fall within the downtown planning area to better understand the planning area's existing regulatory environment.

The Community's Vision for Downtown

"Downtown Plymouth will be known in the future as a vibrant, friendly, and inviting center of community life – the "soul" of this proud and energetic city. Downtown will be celebrated as the place where people create and relive warm memories that last a lifetime.

Restored historic buildings, an attractive streetscape, alluring links to the Mullet River, and inviting parks and public spaces will intertwine to provide a charming and unique background against which the bustling activity of downtown life plays out.

Sidewalks will be teeming with visitors and shoppers frequenting an array of exceptional retail establishments, service businesses, and professional offices. Shoppers will take time out to dine at downtown restaurants, refresh themselves with sidewalk cafes, stroll along the Mullet Riverwalk, and enjoy downtown's recreational amenities. The streets stay alive at night as young and old alike intermingle between the downtown's exceptional dining and vibrant entertainment offerings.

People from all walks of life will choose to live in this active center of community life. Residents and visitors alike will be excited to spend an hour, an afternoon, or a day discovering the many things to see and do in Downtown Plymouth."

Source: Plymouth Downtown Revitalization Master Plan.

2. CONSIDERATIONS FOR THE PROJECT

This section summarizes the assessment of existing conditions in the downtown planning area (see Section 3 for more details). It is intended to highlight specific conditions of the planning area that warrant discussion.

Exhibit 2. Summary of Existing Conditions and Project Considerations

Existing Condition	Considerations
<p>Walkability: The downtown planning area is very walkable, with a wide variety of shops, business services, parks, public buildings, and entertainment options in proximity. However, individuals who are less familiar with downtown may not be taking advantage of the entire district.</p>	<p>Strategic streetscape interventions can improve walkability, how the downtown is used, and how long people stay in the downtown area when visiting. As one example, distinguishable crosswalks in the planning area (e.g., colored/patterned) can provide the visual cue to pedestrians that they are in a “special” place, and there is more to the district than E Mill Street. Getting visitors and residents to see the entire district as a destination (including W. Mill Street, Main Street, the area around Veterans Memorial Park/ Easter Avenue, and Collins Street) can add life to the district, encourage visitor spending at more local businesses, and promote increased use of downtown parks and Veterans Memorial Trail.</p>
<p>Parking areas: Off-street parking requirements are more relaxed in the downtown’s B2 and CB zones. A parking study, conducted in 2002, indicated that parking in the planning area was sufficient. A parking occupancy study conducted in 2015 concluded that there was an over supply of parking in the downtown area.</p>	<p>Given the sufficiency (and potential over supply of parking) in the district, several existing parking lots in the district may be ripe for redevelopment to a more productive use. It would be important to have design standards in place before those areas redevelop to ensure new buildings fit the desired character of downtown.</p>
<p>Building setbacks and orientation: The planning area is primarily built out, and most of the downtown contains a strong building to street edge.</p> <p>Buildings (rear sides) which face the Mullet River and Stayer Junior Park may warrant improvement. Here, rear setbacks of buildings are not uniform. Some of these buildings offer rear entrances while other buildings use their back area for storage or personal use. The mismatch in use means attention to maintenance and design is inconsistent. In addition, it becomes</p>	<p>The City of Plymouth may want to work with the property owners of buildings adjacent to the Mullet River and Stayer Junior Park to work on ways to improve urban form. Options to improve these spaces might include the implementation of fencing, landscaping, colored pavement, and decks/patios to establish a stronger edge.</p>

Existing Condition	Considerations
<p>unclear where public parking stops, and private property begins.</p>	
<p>Varying zoning rules: Plymouth’s current regulatory framework in the planning area varies between seven zones (which do not prescribe rules about building aesthetics). Existing downtown design guidelines currently lack teeth and are not codified in Plymouth’s zoning ordinance.</p>	<p>An overlay district for the planning area could be established to provide a secondary, but consistent, regulatory and design framework for the area.</p>
<p>Architecture and facades: Building facades in the district are generally well-designed, although some buildings more architecturally significant than others.</p>	<p>Requiring certain design features can help to ensure buildings in the planning area complement each other (as well as the existing historic character of the area). Stringent design standards are more likely to create a strong identity for the area, however, design improvements would come at a greater cost to property owners.</p>
<p>Building materials: Building materials vary in the planning area but largely include brick, traditional siding, stone, and stucco.</p>	<p>Plymouth can require specific materials as the primary materials for street-facing exterior walls, with more flexibility on building sides that are less visible. Materials standards are relevant if Plymouth adopts architectural standards because building materials help to create cohesion and they can break up elongated walls and building stories.</p>
<p>Infill and redevelopment: The planning areas has very limited vacant lots or underused spaces that can benefit from infill and redevelopment. This suggests that building design improvements will occur when property owners renovate or rehabilitate their properties.</p>	<p>Implementing design standards could help to ensure that new development and redevelopment of underused spaces and buildings is completed in a way that fits with the community’s vision for the area.</p>
<p>Pedestrian amenities: The district contains pedestrian amenities including public seating, sidewalk lighting, trash receptacles, a public restroom, etc. Although space is limited, some businesses maintain displays or seating outside of their storefronts on the sidewalk.</p>	<p>Plymouth could establish a parklet program which would allow private business owners to establish platforms on the curbside and on-street parking areas to provide for more pedestrian space, to use for outdoor dining, to create displays, etc.</p>

Existing Condition	Considerations
<p>Limited public funding: Money is needed to support beautification and design projects. However, Plymouth’s existing sign and façade improvement grant programs lack funding, and the award amounts are not sufficient to incentive the desired design improvements that property owner were not already intending to make.</p>	<p>One or more funding sources should be established for the district to funnel dollars into existing grant programs. The City of Plymouth can continue to seek grant funding for major projects as well, however, the pursuit of grants (and grant management procedures – if the grant is received) would require staff time which may not be readily available.</p>
<p>Maintenance and beautification: Some areas of the district could benefit from beautification projects. These areas include the area under the parking ramp, the sides of buildings oriented toward the river, some alleyways, and some exterior-front building facades. Beautification projects in these areas fall more on the “nice to have” side of the spectrum, rather than the “maintain health and safety” side.</p>	<p>Identifying a selection of beautification projects to implement into the future can help enhance the quality of life and identify of the planning area.</p>
<p>Potential, future projects: The City of Plymouth continues to consider new project ideas and public investments in the downtown area.</p>	<p>Example projects may include the City of Plymouth “donating” some public parking stalls for the electric vehicle charging stations and redeveloping a building north of Stayer Park into an open-air park shelter.</p>

3. DOCUMENTATION OF EXISTING CONDITIONS

This section documents the details of BLRPC’s evaluation and assessment of existing conditions of the downtown Plymouth planning area (“planning area”).

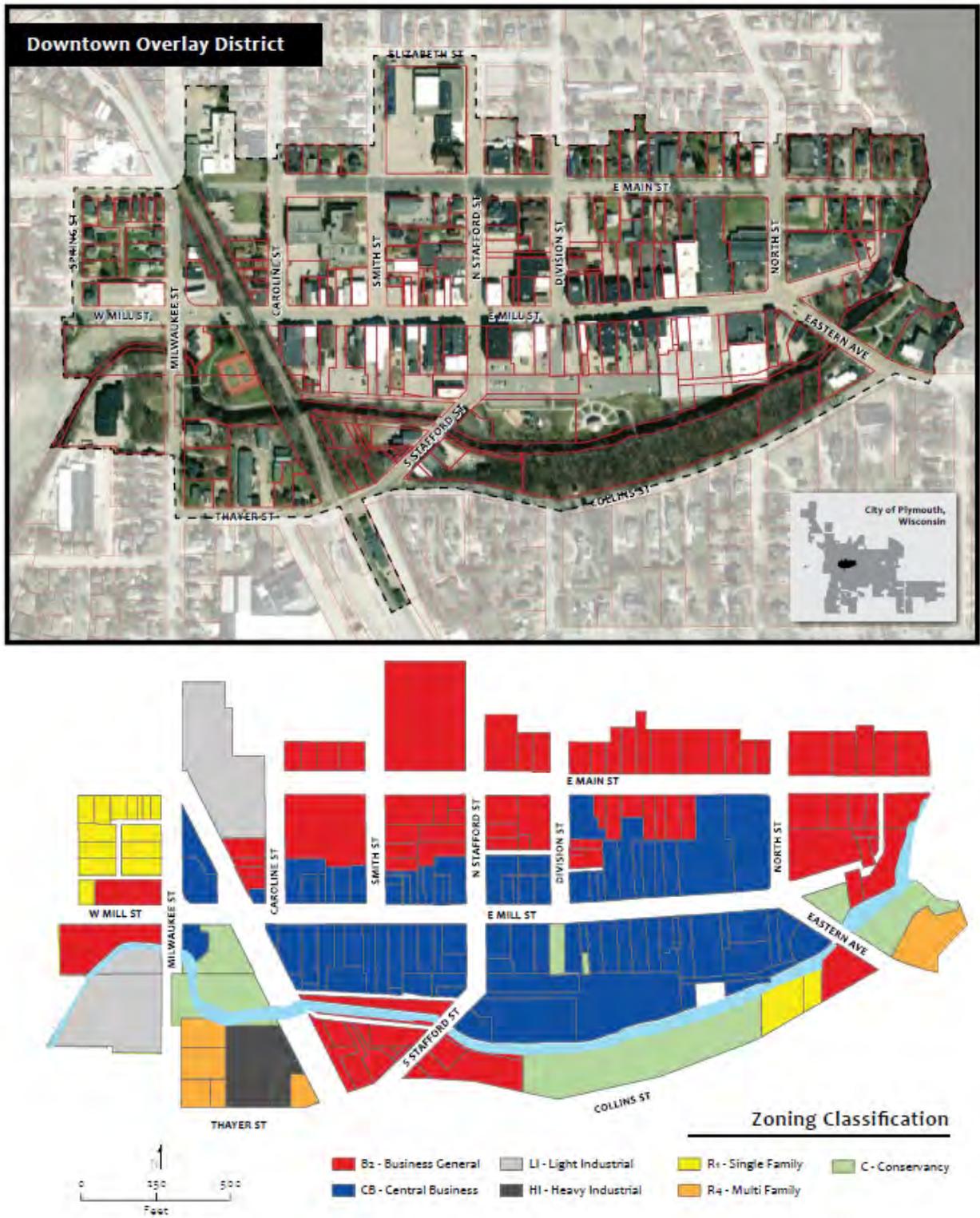
3.1 GENERAL CHARACTERISTICS OF THE PLANNING AREA

To orient the reader, this section describes a few, general characteristics of the planning area.

- **Geographic Area:** The planning area is centrally located in Plymouth and bounded by E Main Street to the north, Collins Street to the south, Mill Pond and Veterans Memorial Trail to the east, and Spring Street/Milwaukee Street to the west (see Exhibit 3). The planning area is composed of 162 parcels (which comprise 42.17 acres). The Mullet River carves through the southern portion of the planning area from Mill Pond out toward Milwaukee Street.
- **Ownership:** Of the planning area’s 162 parcels, 28 parcels are owned by the City of Plymouth (17 percent) and 134 parcels are privately owned or owned by a non-profit (83 percent).
- **Redevelopment Potential:** The BLRPC assessed redevelopment potential¹ in the planning area. Since the planning area is predominately built out (except for parcels used for parking lots or parcels which are zoned for conservation), very little land presents redevelopment opportunities (i.e., less than five acres).
- **Property Values:** As of 2020, the entire assessed value of the planning area was about \$20,435,800.

¹ This analysis defined redevelopable parcels as parcels which (1) are greater than 0.1 acres; (2) have land values greater than their improvement values; (3) are not currently vacant; and (4) are zoned for commercial, industrial, or multifamily residential uses. Parcel data derived from the Sheboygan County Assessor.

Exhibit 3. Downtown Planning Area and Existing Zoning District Characteristics



Source: BLRPC using 2021 parcel data from Sheboygan County, 2017 data from the City of Plymouth's approved zoning map, and area boundaries determined in Plymouth, WI Downtown Design Guidelines (2013).

3.2 EXISTING REGULATORY REQUIREMENTS

This section assesses components of Plymouth’s zoning ordinance. It focuses on allowed and non-conforming uses, development standards, and parking requirements in Plymouth’s Central Business (CB), Business General (B2), Conservancy (C), Heavy Industrial (HI), Light Industrial (LI), Single Family Residential (R2), and Multifamily Residential (R4) zones. The BLRPC assessed these zones as they are the seven zoning districts located in the planning area (see Exhibit 3).

Exhibit 4 shows that about 74 percent of the planning area is zoned for commercial uses (CB and B2), 14 percent is zoned for conservation purposes (C), eight percent is zoned for industrial uses (HI and LI), and five percent is zoned for residential uses (R2 and R4).

Exhibit 4. Zoning-based Land Characteristics, Planning Area

Zoning District	Number of Parcels	Total Acreage	Share of Acreage
CB – Central Business	85	18.72	44%
B2 – Business General	57	12.34	29%
C – Conservation	8	5.70	14%
HI – Heavy Industrial	2	1.38	3%
LI – Light Industrial	2	2.10	5%
R2 – Single Family	3	0.73	2%
R4 – Multifamily	5	1.20	3%
Total	162	42.17	100%

Source: BLRPC using 2021 parcel data from Sheboygan County and 2017 data from the City of Plymouth’s approved zoning map.

Allowed and Non-Conforming Uses

Zoning ordinances define **allowed uses** to limit land use conflicts and to support planning goals. Downtowns are typically purposed to attract people and consumers to the area on a regular basis. They do this by restricting certain uses that are not compatible for a downtown, by encouraging active ground floor uses (e.g., markets, salons, cafes) in the downtown core, and by promoting a close-knit building environment that limits large gaps or expansive parking along prime street frontage. Communities are sometimes stricter about the types of uses that are allowed in high activity areas of the downtown. In Plymouth’s case, this would be Mill Street (between North Street and Caroline Street). Transitioning away from the high activity area, a wider variety of uses may be allowed.

Exhibit 5 presents a summary of the allowed uses in the zones that comprise the planning area. For a full list of allowed uses (including conditionally allowed uses), refer to Plymouth’s zoning ordinance.

Non-conforming uses are uses that were once allowed, but requirements have since changed and the use became “grandfathered” in. A non-conforming use is technically legal, but it only remains legal if it is not extended, enlarged, reconstructed, moved, or structurally altered. It may, however, be repaired if the damage was caused by wind, vandalism, fire, flood, ice, snow, mold, or infestation.

As an example, gas stations are typically discouraged from downtown cores because they cater primarily to the automobile, they can be unsightly, and/or they may generate pass-through trips only. The planning area contains a Mobil Gas Station at the corner of Division Street and East Mill Street and an Amoco station at the corner of E Mill Street and N Milwaukee Street. Both stations are non-conforming uses, as they are not currently allowed in the CB zone.

Underused spaces and buildings are not technically non-conforming, but they are important to highlight, nonetheless. They include parking lots, vacant buildings, and vacant lots (see examples within the planning area in Exhibit 6). In the future, these spaces may be developed or redeveloped. It would be important to have the desired zoning and design

Exhibit 5. Summary of Allowed Uses, Planning Area

Zoning District	Allowed Uses
CB	<ul style="list-style-type: none"> • Lodging • Professional offices • Retail, services, and restaurants • Amusement, theaters, museums • Government buildings • Medical buildings • Residential uses (above ground floor) • Telephone and utility buildings
B2	<ul style="list-style-type: none"> • Lodging • Professional offices • Retail, services, and restaurants • Amusement, theaters, museums • Government buildings • Medical buildings • Residential dwellings • Telephone and utility buildings
C	<ul style="list-style-type: none"> • Passive recreational and fishing uses • Environmental conservation activities • Parks and preserves • Dams, power stations, transmission lines
HI	<ul style="list-style-type: none"> • Automotive uses • Cleaning, pressing, and dyeing • Commercial bakeries and greenhouses • Processing, distribution, storage, warehousing, and wholesaling • Laboratories • Heavy industrial and manufacturing
LI	<ul style="list-style-type: none"> • Light industrial and manufacturing
R2	<ul style="list-style-type: none"> • Residential uses (single-family only) • Museums • Government buildings • Telephone and utility buildings
R4	<ul style="list-style-type: none"> • Residential uses • Museums • Government buildings • Telephone and utility buildings • Medical buildings

Source: Plymouth Zoning Ordinance, Title 13, Article C.

standards in place before development/redevelopment occurs to ensure these spaces align with the community's vision for the area.

Exhibit 6. Underutilized Spaces in the Planning Area



This parking lot is currently located in a commercial (B2) zone.



This vacant building is currently located in an industrial (I1) zone.



This parking lot is currently located in a commercial (B2) zone.

Source: BLRPC. Top to bottom: parking lot adjacent to Mullet River, vacant building along S Milwaukee St, and parking strip adjacent to Mill Pond.

Development Standards

Development standards dictate the size and location of structures in relation to the lot. Key development standards within the planning area are summarized below and in Exhibit 7.

- **Setbacks:** Building setbacks vary between zones. In the commercial core (CB and B2 zoned areas) buildings may border the street (i.e., there is no minimum setback standard), there are no maximum setbacks, and no requirements for side setbacks (which help enable a continuous street frontage). Setbacks are more flexible around the downtown commercial core.
- **Height:** Plymouth is a small city. Buildings in the planning area are primarily limited to three stories (45 ft) in height.
- **Building Orientation:** Plymouth’s zoning code does not regulate building entrances. However, as a best practice, in downtown areas, buildings should all be oriented toward the street or toward intersections if the building is situated on a corner.

Plymouth’s 2013 design guidelines discuss the importance of front entrances and visible points of entry. The guidelines also mention that some buildings may warrant rear and side entrances (with appropriate walkways), and some buildings may benefit from “double fronting” (a front entrance and a rear or side entrance). Given the location of the Mullet River in the planning area, the 2013 design guidelines also noted that buildings could benefit from orienting toward the street as well as the river. To accomplish this, the rear entry point (facing the river) would need to be as attractive and inviting as the front entrance.

Exhibit 7. Development Standards for Principal Structures

Zoning District	Setbacks			Maximum Height
	Front	Rear	Side	
CB	No min. or max.	No min. or max.	No min. or max.	45 ft
B2	No min. or max.	No min. or max.	No min. or max.	45 ft
C	n/a	n/a	n/a	n/a
HI	40 ft min. and no max.	40 ft min. and no max.	30 ft min. and no max.	45 ft (80 ft with conditional use permit)
LI	25 ft min. and no max.	40 ft min. and no max.	20 ft min. and no max.	35 ft
R2	30 ft min. and no max.	25 ft min. and no max.	9 ft min. and no max.	35 ft
R4	30 ft min. and no max.	25 ft min. and no max. (40 ft min. if adjacent to R1, R2, or R3)	15 ft min. and no max.	45 ft

Source: Plymouth Zoning Ordinance, Title 13, Article C.

Parking Requirements

Parking availability is a critical component of a successful downtown. Too little parking and too much parking (including too much parking in the wrong spot) can lead to problems. Requiring private off-street parking should always be done strategically as it will typically be accommodated in the form of surface parking lots which can lead to unattractive gaps in a downtown area.

In Plymouth, off-street parking requirements (Exhibit 8) are triggered for: new buildings, existing buildings (when the intensity of use or building size is increased), and any building which is converted to a different use (note: B2 and CB zones are exempt from this provision).

Exhibit 8. Off-Street Parking Requirements

Use	Parking Requirement
Residential Use	<ul style="list-style-type: none"> 2 spaces per dwelling unit (or 1 space per dwelling unit for senior multifamily housing)
Hotels Motels	<ul style="list-style-type: none"> 1 stall per guest room + 1 space for each employee
Hospitals, lodges, boarding houses	<ul style="list-style-type: none"> 1 space for each bed
Rest, assisted living, nursing homes	<ul style="list-style-type: none"> 1 space for 2 beds
Medical and dental clinics	<ul style="list-style-type: none"> 5 spaces for each doctor
Churches, theaters, banquet halls, restaurants, places of public assembly	<ul style="list-style-type: none"> 1 space for 2 seats
Retail stores	<ul style="list-style-type: none"> 1 space per 125 SF of retail floor area
Office buildings	<ul style="list-style-type: none"> 1 space for each 250 SF of office space
Manufacturing plant	<ul style="list-style-type: none"> 1 space for each employee in the most populous shift of employment
Unlisted uses	<ul style="list-style-type: none"> Same as a similar use or determined by Plan Comm.
Combined uses	<ul style="list-style-type: none"> Compute each space separately, and add together

Source: Plymouth Zoning Ordinance, SEC.13-1-92(g).

The 2002 Downtown Revitalization Plan cited that the supply of public parking in the downtown was adequate based on current uses and demands. An updated evaluation of the sufficiency of parking was not conducted in this project, however, there does appear to be a range of parking options available in the district (on-street, public, and private). The most prominent areas for public parking are on-street parking options, the parking structure adjacent to E Mill Street, and the parking lot behind between the Mullet River and the buildings fronting E Mill Street.

3.3 CHARACTERISTICS OF THE BUILT ENVIRONMENT

This section describes the built environment of the planning area. The built environment refers to aspects of the planning area which are man-made (e.g., buildings, parks, sidewalks, transportation routes, etc.).

- **Landmarks:** While the Mullet River is the primary (natural) landmark for the district, other notable landmarks include the gateway located on Eastern Avenue and the cow located on S Milwaukee Street. There are multiple, prominently known buildings in the district that may serve as landmarks as well. These buildings include City Hall, the library, and the Plymouth Art's Center.
- **Streets and alleys:** E Mill Street is the primary corridor defining the planning area. It contains two lanes of traffic and on-street parking on both sides of the street. Several streets intersect E Mill Street, providing north/south connections.

The planning area also contains multiple alleys and passageways between buildings. Many of them lead to parking areas behind buildings. Many of these alleys are viewable from E Mill Street. Exhibit 9 presents a few examples of these alleys to show how maintenance levels vary.

- **Public spaces:** The planning area contains ample park and public space including the tennis courts at S Milwaukee and E Mill Street, Stayer Junior Park, a plaza at the Caroline and E Mill Street intersection, Veteran's Memorial Park, Veteran's Memorial Trail, and a dog park (behind the planning area's parking structure). These spaces are well linked but improved wayfinding signage could increase usage and connectivity. Comments from a community survey for Plymouth's 2022-2042 Comprehensive Plan indicated that Veteran's Memorial Trail could also be more inviting.
- **Urban form:** E Mill Street is the planning area's high activity corridor. Buildings on this street are appropriately close knit. Few gaps in the urban fabric exist on E Mill Street. Building heights range from single to three stories and generally transition well. Buildings along E Main Street and other north/south

Exhibit 9. Example Alleys in the Planning Area



Source: BLRPC.

oriented streets in the planning area contain buildings that are much less closely knit (i.e., the urban fabric contains more gaps to accommodate parking lots abutting the street). Accordingly, some visual continuity is lost as one leaves E Mill Street and enters other areas of the planning area.

Building setbacks along E Mill Street are uniform, which gives the appearance of a clean edge (see delineation in green in Exhibit 10). In rare cases, there are breaks in the setback pattern (see delineation with red lines), however, these breaks are often mitigated with landscaping and/or public seating areas (see blue polygons) to provide the illusion of uniformity. Rear building setbacks (i.e., building sides facing the Mullet River) are disjointed (see delineation with yellow lines), delivering a chaotic impression. The implementation of urban design, landscaping, and other streetscaping interventions can help create the illusion of building uniformity in this area.

Exhibit 10. A Review of Building Setbacks in a Portion of the Planning Area



Source: BLRPC's annotations on Google Earth satellite imagery.

- Architecture:** The planning area contains Plymouth's historic district meaning many of the buildings in the planning area are historically significant as well as architecturally intriguing. Some examples of prominent architectural features that stand out in the district include cornices (e.g., decorative, finished edges of roofs where it meets the exterior wall), double hung second story windows, recessed entries.

Some buildings present a humbler style. However, these buildings tend to still encompass basic architectural design features including display windows and/or upper story windows, sign bands, and vertical and horizontal detailing to break up facades.

Building facades are generally higher quality facing Mill Street. However, the facades of buildings facing the river / Stayer Jr Park, tend to decline in quality.

As buildings are renovated or redeveloped in the future, design standards or guidelines can help guide development toward a specific style. However, stringent parameters can have the unintended consequence of making renovations too costly to take on.

- Pedestrian-oriented design and amenities:** Pedestrian-oriented design features and amenities make walking through an area more pleasant. These features and amenities typically include lighting and signs at heights which are appropriate for pedestrians, ample window coverage on building facades, weather protection devices like awnings, building materials used to intentionally break up elongated buildings or walls, the consistent placement of benches and trash receptacles, and the appropriate placement of curb ramps and marked crosswalks.

While not every building in the planning area encompasses every pedestrian-oriented design feature, an assessment of the planning area's high activity corridor (E Mill Street) finds that a suitable supply of these features is present. For

Exhibit 11. Example Architectural Styles in the Planning Area



Source: BLRPC.

example, some buildings do not have pedestrian-oriented lighting, but light poles have been implemented to illuminate the street/sidewalk. Not all buildings have awnings or entrance coverings, however, this element is not integral to downtown Plymouth's identity. Importantly, most of the buildings encompass substantial window coverage and building materials are distinguished enough to break up storefront walls and street blocks.

Furthermore, a range of public seating areas and benches exist in the planning area overall (in parks, in front of select stores, in front of public buildings, and at the Arts Center). The planning area includes a few trash receptacles along Mill Street and in public parks. Crosswalk marking could be improved; however, simple, white crosswalk lines are painted at many intersections and crosswalk pop up signs are present at key intersections.

- **Building materials:** Exterior materials on buildings will influence the feel of the area. For instance, materials can add or detract from a community's desired identity. Building materials in the planning area vary widely but primarily contain brick, traditional siding, stone, and stucco. Despite variations in the materials used throughout the planning area, there are enough similarities such that no single building serves as a major detractor. Some buildings, however, encompass both high quality materials and an architectural style that heightens their appeal when compared to other buildings in the area (e.g., The Fig and The Pheasant building and Cheese Counter building).
- **Beautification:** Beautification is about making visual improvements to an area through landscaping, maintenance, décor, etc. The implementation of a cohesive beautification scheme can help to establish a common theme for an idea, can enhance the pedestrian environment, and can help to increase visitation and tourism. Exhibit 13 shows some examples of existing beautification elements in the planning area. Exhibit 14 shows certain elements that may be detracting from the area (which could

Exhibit 12. Example Building Materials in the Planning Area



Source: BLRPC.

potentially benefit from beautification). Development efforts paired with beautification efforts, can make a huge impact in the feel and function of an area. For example, in recent years, the community and several key partners invested in constructing Stayer Park, repaving the adjacent parking area, and putting power lines underground.

Exhibit 13. Beautification Elements in the Planning Area



Source: BLRPC.

Exhibit 14. Opportunities for Beautification in the Planning Area



Source: BLRPC.

3.4 EXISTING LOCAL GRANT OPPORTUNITIES

The City of Plymouth offers the following funding opportunities:

- **Sign and Façade Grant Program:** The City of Plymouth offers sign and façade improvement grants to eligible applicants. Sign grants are limited to 50 percent of the total cost and up to a maximum of \$250. Façade grants are limited to 50 percent of the total cost, and up to a maximum of \$1,000. The City of Plymouth has awarded some Sign or Façade Improvement Grants, but the program is underutilized due to lack of funding. Further, while the application process is not an extensive, award amounts are not likely to incentive property owners to make improvements. They can, however, help offset some of the costs for projects that property owners were going to pursue regardless of the grant program.
- **Revolving Loan Fund Program:** The City of Plymouth offers low interest loans, equity capital, and grants to help property owners locate, maintain, and/or expand existing operations in the Plymouth.
 - *Low Interest Loan Program.* The loan program is intended to serve as leverage for applicants to secure private capital sources. Repayment would involve a similar process to a traditional bank loan (with scheduled payments at regular intervals).
 - *Equity Capital.* The equity capital option provides applicants with direct investments. Repayment is based on the profitability of the business. The City of Plymouth would maintain a share of the business, and the business would reacquire that share when financially feasible.
 - *Grants.* The grant program is available for select projects such as removing public facility constraints (e.g., utility extensions).



Appendix B: Case Study Evaluation

The Bay-Lake Regional Planning Commission prepared this appendix as part of the “*Plymouth Downtown Design Standards and Guidelines Project Recommendations*” report.

December 2022

Case Study Evaluation

To help inform the direction of the downtown design project (and any resulting recommendations), the BLRPC conducted case study research to learn about the kinds of programs, ordinances, funding tools, and incentives the Ad-Hoc Committee’s selected case study communities administer or have implemented to ensure their downtowns thrive aesthetically and/or functionally.

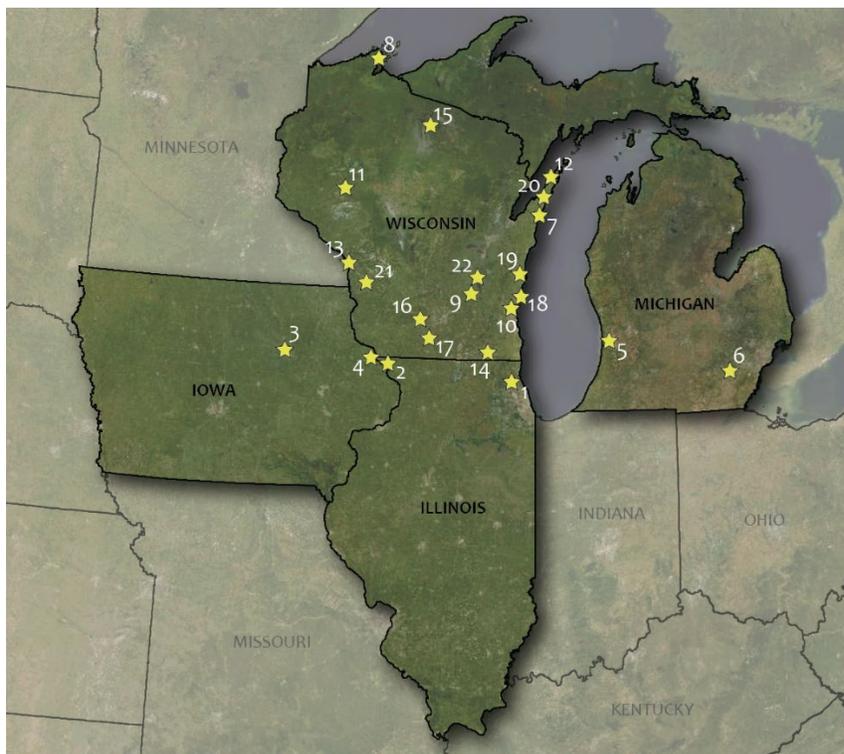
This appendix presents the results of the case study evaluation task. It includes the following sections:

- **Case Study Communities Selected:** This section identifies the 22 case study communities selected by the City of Plymouth’s Downtown Design Ad-Hoc Committee.
- **Key Themes:** The BLRPC identified a few key themes to summarize the evaluation of case study communities. For each key theme, the BLRPC identified a series of strategic questions for the Ad-Hoc Committee to consider as they develop and refine project recommendations.
- **Case Study Findings and Details:** To provide a record of this research, this section documents the findings and details of the case study evaluation.
- **Interview Records:** Notes from the case study interviews, conducted by BLRPC, are provided for future reference and further context.

Case Study Communities

The City of Plymouth’s Downtown Design Ad-Hoc Committee identified 22 communities (see Exhibit 1) to learn more about. Most of the communities were in Wisconsin (73 percent).

Exhibit 1. Location of Selected Case Study Communities



1. Long Grove, IL
2. Galena, IL
3. Cedar Falls, IA
4. Dubuque, IA
5. Holland, MI
6. Ann Arbor, MI
7. Algoma, WI
8. Bayfield, WI
9. Beaver Dam, WI
10. Cedarburg, WI
11. Chippewa Falls, WI
12. Fish Creek, WI
13. La Crosse, WI
14. Lake Geneva, WI
15. Minocqua, WI
16. Mount Horeb, WI
17. New Glarus, WI
18. Port Washington, WI
19. Sheboygan Falls, WI
20. Sturgeon Bay, WI
21. Viroqua, WI
22. Waupun, WI

Key Themes

The BLRPC summarized three key themes following the case study research. For each key theme, the BLRPC identified a series of strategic questions for the Ad-Hoc Committee to consider (on December 9, 2021) as they develop and/or refine project recommendations.

Key Theme Overview	Strategic Questions
<p>Champions are integral to successful downtown.</p>	<ul style="list-style-type: none"> • Is the City interested in serving in a champion role? If yes, can this be accomplished with existing staff or is a new hire (e.g., a downtown liaison) necessary? • Is the City willing to support the formation of a Business Improvement District? • Establishing a non-profit organization is not likely to be led by the City. However, is the City of Plymouth interested in further exploring how to become a Main Street America member, or a Wisconsin Connect Communities or Main Street member.
<p>Good design is not an accident.</p>	<ul style="list-style-type: none"> • The Ad-Hoc committee has already discussed the recommendation of a downtown design overlay district. Are there other actions that the committee would like to recommend that could help beautify the entire district, or a specific place/element within the district? • Are protocols to enforce compliance with the overlay district standards (if ultimately implemented) something that the committee would like to recommend? • Should establishing an Architectural Aesthetics Committee be recommended (e.g., to review applications for design compliance, to provide design assistance/feedback, etc.)?
<p>For incentives to be viable, they must be well funded and consistently promoted.</p>	<ul style="list-style-type: none"> • Is the Ad-Hoc committee interested in exploring a recommendation regarding Plymouth's existing façade improvement and/or signage grant? (e.g., modifying program requirements, grant amounts, or identifying a new funding source)

Case Study Findings and Details

This section presents the findings and details of BLRPC’s case study research, organized by key theme. Findings are generally based on an initial rapid assessment, documented in Exhibit 4.

THEME 1: Champions are integral to successful downtowns.

Defined here, a champion is an individual, group, or organization that has a stake in the downtown area and is/are willing to shepherd downtown-specific initiatives, projects, and programs. The evaluation of case study communities helped to identify champions as business improvement districts, non-profit organizations, Main Street program members, and government staff. We also learned that many champions began as small group (such as a steering committee).

BUSINESS IMPROVEMENT DISTRICTS

In Wisconsin, a business improvement district (BID) can be formed if a property owner within the proposed boundaries petitions the municipality to form a BID. Before the BID can form, the municipality must establish an assessment rate, boundaries, and an operating plan. They must hold a public hearing. A vote to form the BID, by the local legislative body, can occur if the property owners (having more than 40 percent of valuation of all property in the proposed BID) do not oppose the BID or operating plan via a filed petition.

With that context in mind:

- Many of the evaluated communities had a business improvement district (BID) or zone in their downtown. BIDs are advantageous in that they produce revenue to fund specific projects and services. The BIDs evaluated offered a range of services including the administration of economic development initiatives; beautification projects; business assistance; downtown marketing and promotion services; event, hosting, planning, and management services; and much more.
- Some BIDs use revenue to fund specific business/property owner incentives, such as façade improvement grants and rent assistance. *(Note: more on this topic in Theme 3)*
- Each BID had a board of directors (ranging from seven to 13 members). Some had one or more staff overseeing operations/administration of the BID. In the example of the Waupun BID, “BID staff” were City employees and the Executive Director of their Chamber of Commerce. In the example of Ann Arbors BIZ, operations and administration was contracted out to two consultants (both working less than full-time).
- Each BID levied a tax assessment as their primary source of funding. Of the assessments levied per \$1,000 of assessed values, rates ranged from \$1.50 to \$2.01. The City of Waupun (with a levy rate of \$1.50) mentioned their rate was too low given the total valuation of eligible properties in the district. Some BIDs received other sources of funding (e.g., membership fees, license and permit fees, charges for service, donations and sponsorships, interest and rent, advertisement revenue, participant fees from events, and funding allocated by a government entity).
- Based on advice in the interviews, a community looking to establish a BID for the first time should:
 1. Establish a BID steering committee comprised of people that stakeholders know and trust. The committee should be the salesperson for the BID. They should keep

communication open with all the district stakeholders, common council members, and department heads (striving for as many one-on-one conversations as possible). They should become very familiar with the state law about BIDs.

2. Identify BID services wisely. Do not duplicate services provided by another entity. Make sure services selected are desired by the property owners paying the assessment (this will help with your value proposition). Allow for some flexibility in services offered to account for changing needs and district conditions over time.
3. Take the time that is necessary to identify an assessment rate that is sufficient to cover the intended services and that “feels right” to the district stakeholders. The steering committee/champion should spend ample time communicating to stakeholders what they will get in return for paying the additional assessment.
4. If/when the BID is implemented, ensure the board of directors is composed of small and large property owners which represent the number of and variety of businesses in the district.

Please see Exhibit 5 for a comparison of attributes from the different BIDs evaluated.

NON-PROFIT ORGANIZATIONS / MAIN STREET PROGRAM MEMBERS

Some of the communities had a non-profit organization working to improve the look, feel, and/or business climate of their downtowns. In evaluating these organizations, we learned that:

- Their missions focused on economic development within the downtown area as well as improving the quality of life of the downtown area. Tending to the “image” of the downtown area was an important focus.
- Core services offered included downtown advocacy, marketing and promotion, event planning and management, business attraction and assistance, historic preservation, downtown revitalization, beautification, and community organizing services.
- Most of the organizations received revenue through membership fees. Membership fee rates ranged from \$50 to \$3,000. Many of the organizations also accepted donations.
- The organizations maintained modest- to large-sized boards of directors (between seven to 21 members). Some maintained small staff teams (between two to four people). Some of the organizations also maintained committees (between three and five committees).

Please see Exhibit 6 for a comparison of attributes from the different non-profit organizations evaluated.

Importantly, we learned that many of these non-profit organizations were also certified Main Street program members. In analyzing this model, we found that:

- A range of similar Main Street program options exist. They offer a variety of benefits in exchange for an annual fee (ranging from \$95 to \$375). For example, Main Street America offers three distinct membership programs (see Exhibit 2). Wisconsin’s Economic Development Corporation

(WEDC) offers a Connect Communities membership program and a Wisconsin Main Street program.¹ To become a member, you must apply through a competitive process.

- Main Street programs can be linked to a variety of organization structures including a business improvement district, a government institution, or a non-profit organization.
- Of our case study communities evaluated, five communities were Wisconsin Main Street members (La Crosse, Viroqua, Chippewa Falls, Sheboygan Falls, and Port Washington) and four communities were Wisconsin Community Connect members (Waupun, Lake Geneva, New Glarus, and Beaver Dam).

Exhibit 2. Main Street America Program Membership Options and Benefits Offered

	MSA Community \$375	General Member \$295	Allied Member \$525	Friend of Main Street \$95
Main Street News	✓	✓	✓	✓
State of Main	✓	✓	✓	✓
Conference Discount	✓	✓	✓	✓
The Point	✓	✓	✓	
MSAI Discount	✓	✓	✓	
Online Resource Center	✓	✓	✓	
Free Webinars	✓	✓	✓	
Digital Library	✓	✓	✓	
Preservation Job Board	✓	✓	✓	
NTIS Insurance Packages	✓	✓	✓	
MSA Sub-license & Branding	✓			
Priority Access to Grant Programs	✓			
Group Conference Registration Discount	✓			
Conference Exhibiting Discount			✓	
Member Mailing Lists			✓	
Promotion & Advertising Opportunities			✓	

Source: Main Street America.

HIRED STAFF

Municipality staff can serve as effective champions as well. For example, the City of Waupun had a full-time Economic Development Coordinator (who was originally hired on part-time). This person helps with

¹ Benefits include access to regional workshops on pertinent topics, annual conference programming, regular webinars, case studies and best practices, regional networking events, manager and board orientation and training, and toolkits on relevant topics (such as market analysis, volunteer management, event production, design guidelines, marketing, etc.).

city-wide economic development initiatives, but also served as the City’s downtown BID liaison, helping to build up and promote downtown programs and businesses.

THEME 2: Good design is not an accident.

Well-designed downtowns are the result of the community’s hard work, target programs, and ongoing investment.

WRITTEN DESIGN STANDARDS AND GUIDELINES

Nearly half of the communities evaluated had either written design standards or guidelines for their downtown. Guidelines were typically established as part of an individual planning document whereas standards were typically codified in zoning ordinances/development codes via an overlay district.

- The chart on the right (Exhibit 3) highlights the most/least common elements addressed in the design standard and guidelines documents. For example, the three most common elements addressed in design documents were (1) building materials and colors, (2) storefront facades, and (3) windows and display windows. The full evaluation is summarized in Exhibit 7 and Exhibit 8.
- Groups responsible for reviewing buildings for compliance with design standards, for providing design recommendations, and/or for approving applications include the zoning authority for the municipality (e.g., the Zoning Administrator); a special design review board, commission, or committee; the community development authority; and/or the municipality’s plan commission or city council.

Exhibit 3. Elements Addressed in Design Standard and Guidelines Documents

More Common	Less Common
<ul style="list-style-type: none"> • Materials and colors • Storefront facades • Windows and display windows • Building form and design • Mechanical equipment, loading docks, and refuse container concealment • Awnings and canopies • Signs • New infill buildings • Landscaping 	<ul style="list-style-type: none"> • Lighting • Roof form • Surface parking lots • Building orientation • Private sidewalks and walkways • Fencing and retaining walls • Rear façade • Decks, patios, and porches • Outdoor dining • Bicycle racks • Stormwater runoff

DESIGN ASSISTANCE

Some communities offer design assistance to provide a resource to property owners who are seeking design help on their buildings. For example:

- The Holland Downtown Development Authority “provides up to \$600 of free design services for applicants who wish to consult with an architect or designer before beginning to restore or rehabilitate their property. This program is available to any building owner or tenant (with owner approval) in the Downtown Development Authority district. At least 25% of the space must be used for commercial purposes.”
- Because Cedar Falls is a member of Main Street Iowa, downtown property owners in Cedar Falls can receive expert design assistance via Main Street Iowa.

-
- Port Washington Main Street offers free design assistance. They work with the Wisconsin Main Street Design Specialist. Buildings are selected by Port Washington Main Street (or building owners may request a drawing). They receive five free drawings per year.

ENFORCEMENT

Several communities had design standards or guidelines, but we do not know the extent to which they all enforce their standards. However, here are two examples:

- The City of Waupun indicated that they do not enforce their design standards unless they are ensuring compliance as a condition of a property owner receiving façade improvement grant money.
- The Village of New Glarus' does enforce their design standards. If a property owner violates the design standards, written notice is given to the violator by the building inspector. The building inspector identifies a "reasonable time" for the violator to correct the issue. If the violation is not corrected, the violator is punished by a civil penalty in the amount of not less than \$10 nor more than \$1,000 for each infraction, and any offending building, structure, walkway or lighting, utility or part thereof shall be removed at the owner's expense.

THEME 3: For incentives to be viable, they must be well funded and consistently promoted.

Multiple communities provide incentives in the form of grants and/or (less commonly) a zero to low-interest loan. We evaluated those incentives that were specific to businesses and property owners located in the downtown area (see Exhibit 9). We found that:

- Most of the grant programs funded façade improvements and/or signage projects. A limited number of programs funded sidewalk improvements, design assistance, planning assistance, and financial consultation services.
- Of the grants for exterior façade improvements, maximum awards offered ranged from \$1,500 to \$20,000.
- Grants for signage typically ranged from up to \$250 to up to \$1,500. In some cases, communities offered a specific signage grant, while other communities listed signage as an eligible project through their broader façade improvement grant program (with an award cap for signage).
- In addition to award caps for signage projects, some of the grant programs capped awards for improvement projects that involved exterior painting, awnings, and decks/patios.
- Programs were administered by the applicable government agency, the downtown development authority, or a Main Street organization (e.g., a non-profit).
- Common sources of revenue allocated to these programs included tax incremental district (TID) revenue and business improvement district (BID) revenue.
- Common ways that communities promoted the incentives were through word of mouth, regularly occurring meetings (e.g., one-on-one meetings and a membership meetings), direct outreach to new businesses, and outreach through letters.
- Lack of funding or not enough funding is the core challenge in making these incentives more viable.

Exhibit 4. Rapid Assessment of the 22 Case Study Communities

City and State		Pop. 2020	Main Street Program	Design Guidelines or Standards	Incentive Program(s)	Downtown TIF District	Downtown BID	Champion(s)
Algoma	WI	3,243	n	n	n	y	n	<ul style="list-style-type: none"> Algoma Area Chamber of Commerce
Ann Arbor	MI	123,851	y	y	y	y	y	<ul style="list-style-type: none"> Main Street Ann Arbor Destination Ann Arbor City of Ann Arbor, Downtown Dev. Dept.
Bayfield	WI	584	n	n	n	n	n	<ul style="list-style-type: none"> Bayfield Chamber of Commerce
Beaver Dam	WI	16,708	n	n	y	y	n	<ul style="list-style-type: none"> Downtown Beaver Dam, Inc Chamber of Commerce City of Beaver Dam, Ec. Dev. Department
Cedarburg	WI	12,121	n	n	n	y	n	<ul style="list-style-type: none"> Cedarburg Chamber of Commerce Festivals of Cedarburg, Inc. City of Cedarburg, Ec. Dev. Department Architectural Review Board
Cedar Falls	IA	40,713	y	y	y	y	n	<ul style="list-style-type: none"> Cedar Falls Community Main Street City of Cedar Falls, Ec. Dev. Division
Chippewa Falls	WI	14,731	y	n	y	n	n	<ul style="list-style-type: none"> Chippewa Falls Area Chamber of Commerce City of Chippewa Falls, Planning & Ec. Dev. Dept. Chippewa Co. Ec. Dev. Corporation Chippewa Falls Main Street
Dubuque	IA	59,667	y	y	y	y	n	<ul style="list-style-type: none"> City of Dubuque, Ec. Dev. Department Dubuque Main Street
Fish Creek	WI	-	n	n	n	n	n	<ul style="list-style-type: none"> Fish Creek Civic Association
Galena	IL	3,308	n	y	n	n	n	<ul style="list-style-type: none"> Historic Preservation Commission Galena Chamber of Commerce The Galena Foundation
Holland	MI	34,378	n	n	y	n	y	<ul style="list-style-type: none"> City of Holland, Ec. Dev. Department Downtown Development Authority
La Crosse	WI	52,680	y	y	y	y	y	<ul style="list-style-type: none"> Downtown La Crosse City of La Crosse, Planning and Ec. Dev. Dept.
Lake Geneva	WI	8,277	n	y	n	y	y	<ul style="list-style-type: none"> The Lake Geneva Business Improvement District
Long Grove	IL	8,366	n	n	n	y	y	<ul style="list-style-type: none"> Village of Long Grove Ec. Dev. Commission Historic Downtown Long Grove Business Assoc.
Minocqua	WI	411	n	n	n	n	n	<ul style="list-style-type: none"> Let's Minocqua Visitors Bureau & Chamber
Mt Horeb	WI	7,754	n	y	n	y	n	<ul style="list-style-type: none"> Mount Horeb Area Chamber of Commerce
New Glarus	WI	2,266	n	y	y	y	n	<ul style="list-style-type: none"> New Glarus Chamber and Visitor

City and State		Pop. 2020	Main Street Program	Design Guidelines or Standards	Incentive Program(s)	Downtown TIF District	Downtown BID	Champion(s)
Port WA	WI	12,353	y	y	y	n	y	<ul style="list-style-type: none"> Port Washington Main Street
Sheboygan Falls	WI	8,210	n	n	y	n	y	<ul style="list-style-type: none"> Sheboygan Falls Chamber-Main Street
Sturgeon Bay	WI	9,646	n	n	n	n	n	<ul style="list-style-type: none"> Destination Sturgeon Bay
Viroqua	WI	4,504	y	n	n	n	n	<ul style="list-style-type: none"> Viroqua Chamber Main Street
Waupun	WI	11,344	y	y	y	y	y	<ul style="list-style-type: none"> City of Waupun Ec. Dev. Department Business Improvement District Board

Exhibit 5. Evaluation of Downtown Business Improvement Districts

City	BID Name	Org. Type	Established	Mission and Core Services	Sources of Funds	Levy Rate	Budget Context	Admin.
Ann Arbor	Main Street Biz	Non-profit	2010 (and expanded in 2013)	To create a Business Improvement Zone that will improve Main Street's cleanliness, safety, and beauty thereby maximizing its attraction for business investment, providing a unique consumer experience for downtown shoppers and residents, and keeping it a viable tourist destination. Core services include (1) snow removal, (2) sidewalk sweeping, (3) handbills and graffiti removal, and (4) landscaping.	Tax assessments	\$21.75/linear foot of sidewalk abutting the property AND \$.0882/commercial SF of commercial area in the building on that property	Projected assessments over 10-years were \$2,998,800 and \$314,591 for FY 21-22.	13-member board of directors 2 staff listed
Holland	Downtown Development Authority	Public	1984	To manage and strengthen Holland's downtown district on a variety of fronts, including design, streetscape and amenities, new development, the public parking system and public planning and policies. Core services include (1) providing loans to improve exteriors and interiors of downtown buildings, (2) recruiting new businesses, (3) enhancing ambiance (e.g., assist with window displays, provide sidewalk hanging banners program, decorations and music, underground electrical expansion programs), and making presentations to promote downtown.	<ul style="list-style-type: none"> • Tax assessments, 94% • Licenses and permits, 2% • Interest and rents, 2% • Charges for Services, 1% 	\$1.6034 per \$1,000 of assessed value in the DDA District AND Additional special assessment to support public parking in the Downtown CBD	Proposed budget (funding sources) FY 20-21 = \$219,250	12-member board of directors
Lake Geneva	The Lake Geneva BID	Private-Public Sector Initiative	1991	To preserve Lake Geneva's character, host memorable experiences for guests and residents, and create a safe fun environment. Core services include (1) planning of events, activities, community initiatives, special activities; and (2) enhancing downtown with decorations, planters, and street beautification.	Tax assessments	\$1.80 per \$1,000 of assessed value	Unknown	7-member board of directors

City	BID Name	Org. Type	Established	Mission and Core Services	Sources of Funds	Levy Rate	Budget Context	Admin.
Long Grove	Historic Downtown Long Grove Business Association	Non-profit	Unknown	To preserve Long Grove’s historic character, host memorable experiences for guests and residents, and create an environment where business can thrive. Core services include (1) providing design and beautification services, (2) supporting open spaces and customer amenities, (3) providing economic development services (including attracting new partners), (4) marketing, and (5) promoting and hosting activities and events.	<ul style="list-style-type: none"> • Tax assessments • Memberships fees (ranging from \$250 to \$2,500) • Sponsorships • Donations • Cooperative advertising • Participant fees from events 	Unknown	Unknown	8-member board of directors
Port Washington	City of Port Washington Business Improvement District Board	Public, in Partnership with Non-Profit	1994	To facilitate development and redevelopment within the Port Washington downtown area. The BID board contributes up to \$66,000 to Port Main Street Inc. to perform services, including: (1) BID operational services and performance reporting, (2) promotions and events, (3) business development, (4) design services, and (5) marketing services.	<ul style="list-style-type: none"> • Tax assessments • Additional financial support from the City 	\$2.010347202 per \$1,000 of assessed valuation	Unknown	9-member board of directors
Waupun	Business Improvement District Board	Public	1988	No mission found. Core services include (1) marketing, promoting, and advertising businesses in the BID, (2) upgrading the physical appearance of downtown, (3) developing informational and educational programs to show the advantages of doing business downtown, (4) coordinating educational, technical, and training assistance programs for downtown businesses, (5) and developing and implementing the business recruitment plan for downtown Waupun.	Tax assessments	\$1.50 per \$1,000 of assessed valuation	Budget (2021): \$25,731.44	10-member board of directors, appointed by Mayor 4 staff member (e.g., city staff + ED of Chamber of Commerce)

Exhibit 6. Evaluation of Non-Profit Organizations with a Downtown Focus

City	BID Name	Org. Type	Established	Mission and Core Services	Sources of Funds	Admin.
Ann Arbor	Main Street Ann Arbor	Association	Unknown	To keep our neighborhood businesses strong and vital. Core services include (1) advocating for a clean and convenient downtown, (2) communicating about downtown planning and development, (3) organizing and facilitating events, (4) supporting police foot patrols for neighborhood safety, (5) beautifying and improving the downtown landscape, (6) networking with area businesses, (7) maintaining communication between municipal entities and businesses, and (8) promoting downtown businesses and downtown.	Membership fees (variable rates from \$50 to \$1,000)	Unknown
Cedar Falls	Community Main Street, Inc.	Non-profit	1987	To foster economic vitality, and to preserve and promote the historic image and character of the downtown, while improving the quality of life in Cedar Falls. Core services include (1) hosting events and activities, (2) marketing spaces for lease, and (3) providing beautification services, and providing business services.	Self-Supporting Municipal Improvement District funds and donations	21-member board of directors 4 committees
Chippewa Falls	Chippewa Falls Main Street	Unknown	Unknown	To improve the community's quality of life by strengthening the Downtown as the center of the community through Organization, Design, Promotion, and Economic Restructuring. Core services include (1) revitalizing downtown, (2) assisting businesses, and (3) supporting historic preservation.	Unknown	7-member board of directors 2 staff
Dubuque	Dubuque Main Street	Non-profit	Unknown	Dedicated to the development and ongoing support of downtown as the place to live, work & play. Core services include (1) providing business services, (2) managing the farmer's market, (3) supporting historic preservation, and (4) hosting and promoting events.	Unknown	Board members unknown 3 staff
La Crosse	Downtown Mainstreet, Inc.	Non-profit	1990	To oversee, coordinate and facilitate the revitalization of La Crosse's central business district. Core services include (1) marketing and promoting initiatives, (2) advocating for the downtown, (3) supporting beautification and public/private investment partnerships, and (4) supporting economic vitality initiatives to support new and existing businesses.	Membership fees (variable rates from \$75 to \$3,000)	19-member board of directors 4 staff
Port Washington	Port Washington Main Street	Non-profit	Unknown	To enhance our community identity and heritage, further develop a center of activity and ensure economic stability. Core services include (1) conducting strategic marketing efforts, (2) promoting downtown events, and (3) administering community activities and economic development efforts.	Unknown (does accept donations and receive ad revenues)	Board members unknown 5 committees
Viroqua	Viroqua Chamber Main Street	Non-profit	1989	Dedicated to enhancing the quality of life of the Viroqua community through leadership, facilitation, and collaboration. Core services include (1) overseeing student scholarship and volunteer/business recognition banquet programs, (2) supporting the business community, (3) supporting historic preservation, and (4) promoting community-wide events.	Unknown	12-member board of directors 3 committees 3 staff

Exhibit 7. Elements Addressed in Design Standard and Guidelines Documents

City	Framework	Awnings and Canopies	Materials and Colors	Windows and Display Windows	Storefront Façade	New Infill Building	Building Orientation	Building Form and Design	Rear Façade	Decks, Patios, and Porches	Signs	Lighting	Roof Form	Outdoor Dining	Fencing and Retaining Walls	Mechanical Equipment, Loading Docks, and Refuse Container Concealment	Surface Parking Lots	Private Sidewalks and Walkways	Bicycle Racks	Landscaping	Stormwater Runoff
Ann Arbor	DT Design Guidelines	y	y	y	y	y	y	y	n	y	n	n	n	n	n	y	y	y	y	n	n
	DT Character Overlay Zoning District	n	y	y	y	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n	n
Cedar Falls	CBD Overlay Zoning District	n	y	y	y	y	n	y	n	n	y	n	y	n	n	n	n	n	n	n	n
	DT New Construction Design Guidelines	y	y	y	y	y	y	y	n	n	n	n	n	n	n	n	n	n	n	n	n
	DT Design Guidelines	y	y	n	y	y	n	y	n	n	y	n	n	n	n	y	n	n	n	y	n
Dubuque	Old Town Neighborhood Overlay District	n	y	n	y	y	n	y	n	n	n	y	n	n	y	y	y	y	n	y	n
Galena	Highway 20 Corridor Design Manual (for the downtown transition area)	n	y	y	y	y	y	y	n	n	y	y	y	n	n	y	y	n	n	y	y

City	Framework	Awnings and Canopies	Materials and Colors	Windows and Display Windows	Storefront Façade	New Infill Building	Building Orientation	Building Form and Design	Rear Façade	Decks, Patios, and Porches	Signs	Lighting	Roof Form	Outdoor Dining	Fencing and Retaining Walls	Mechanical Equipment, Loading Docks, and Refuse Container Concealment	Surface Parking Lots	Private Sidewalks and Walkways	Bicycle Racks	Landscaping	Stormwater Runoff
La Crosse	Design Standards for the Downtown Commercial Historic District	y	y	y	y	y	y	y	y	n	y	y	y	n	n	y	y	y	n	y	n
Lake Geneva	Downtown Design Overlay Zoning District	y	y	y	y	y	y	y	n	n	y	y	y	n	n	y	n	n	n	y	n
Mount Horeb	Design Standards	y	y	y	y	n	n	y	n	n	y	y	y	n	n	y	y	y	n	y	n
New Glarus	Swiss Architectural Theme	n	y	y	y	n	n	n	n	n	n	n	y	n	n	y	n	n	n	y	n
Port Washington	Downtown Port Washington Design Guidelines	y	y	y	y	n	n	y	n	n	y	y	n	n	y	y	y	n	n	y	n
Waupun	CBD Design Guidelines	y	y	y	y	n	n	n	n	n	y	n	n	y	n	y	n	n	n	n	n

Exhibit 8. Regulatory Context, Design Standards and Guidelines

City	Framework	Review Body	Regulatory Context
Ann Arbor	DT Design Guidelines	Design Review Board	Review is mandatory. Compliance is voluntary but encouraged.
	DT Character Overlay Zoning District	zoning authority	Buildings/additions built after '17 on lots zoned D1 or D2 (primary or secondary street frontages) must comply with design standards.
Cedar Falls	CBD Overlay Zoning District	zoning authority	Unknown
	DT New Construction Design Guidelines	Unknown	Compliance is recommended.
	DT Design Guidelines	Planning and Zoning Commission and City Council	Used in conjunction with the overlay district ordinance. Preliminary design feedback is offered as a free service prior to formal review. Formal review: Any substantial change to exterior appearance or building character will require review and approval by the P&Z Comm. & Council.
Dubuque	Old Town Neighborhood Overlay District	Unknown	These standards take precedence over the site design standards set forth in Chapter 13 of the municipal code.
Galena	Highway 20 Corridor Design Manual	City Council, Zoning Board of Appeals	Manuel describes design standards and guidelines using the terms: "required" and "prohibited" to define mandatory elements and "preferred" and "discouraged" to define discretionary elements
La Crosse	Design Standards for the Downtown Commercial Historic District	Unknown	Applies to existing and newly constructed buildings in the district. The preservation planner may issue of Certificate of Appropriateness on minor work projects (before issue of building permit). The Historic Preservation Committee will review major work and issue a Certificate of Appropriateness w/in 45 days of application filing.
Lake Geneva	Downtown Design Overlay Zoning District	Design Review Commission - OR - Downtown Renovation Review by Zoning Administrator	Applications which involve renovation or change of exterior appearance are subject to Downtown Renovation Review. Applications which involve only a change in appearance are subject to Downtown Design Review. Applications which involve a modification to physical configuration of building are3 subject to Downtown Project Review.
Mount Horeb	Design Standards	Unknown	Design review is required in some cases (see 17.14(2))
New Glarus	Swiss Architectural Theme	Design Review Committee	Standards apply in C-1 and C-2 zones, as well as new construction (except SF homes). The Swiss Architectural Theme includes criteria to use in granting/denying approval of a design (the criteria are not meant to be exhaustive).
Port Washington	Downtown Port WA Design Guidelines	Unknown	Guidelines are intended to be suggestions which are encouraged by the downtown business district.
Waupun	CBD Design Guidelines	Community Dev. Authority	These standards rely on the standard zoning review process.

Exhibit 9. Evaluation of Façade Improvement Grants and Similar Downtown Incentives

City	Program	Uses of Funds	Funding Range	Match	Eligibility	Administrator	Revenue Source
Ann Arbor	Building Vault Fill	Fill and sidewalk restoration	Up to \$10k per vault	N/A	Properties within the DDA footprint	Downtown Development Authority	Unknown
	Public Art Matching Grant	Murals and other public art installations	Unknown	Yes	Unknown	Downtown Development Authority	
Beaver Dam	Downtown Grant	Façade or exterior building improvements (with a useful life of 10+ years)	Unknown - but, for façade paintings: min. \$2k and max. 50%	Unknown	Non-residentially zoned property within TIF #6	City of Beaver Dam	TIF revenue
Cedar Falls	Façade Grant	Permanent building improvements and murals	Up to \$2.5k	Yes - 1:1	Property owner or sponsored tenant of an existing commercial building located in CMS district	Partnership between City of Cedar Falls and Community Main Street	City of Cedar Falls
Chippewa Falls	Downtown Façade Loan	Façade improvements, some landscape improvements	Between \$5k and \$30k (with a 0% fixed rate)	N/A	Properties within designated downtown boundaries of eligible towns, villages, and cities. Applicants must demonstrate ability to repay the loan and provide acceptable façade design plans that comply with design guidelines adopted by local governments.	Chippewa County Economic Development Corporation	Unknown
Dubuque	Facade Grant	Façade improvements	Up to \$10k	Yes - 1:1	Properties located in the Greater Downtown Urban Renewal District (but cannot be a single-family home and must be the rehabilitation of an existing structure)	City of Dubuque	Unknown
	Financial Consultant Grant	Hiring a financial consultant to analyze project feasibility	Up to \$15k (grant shall not exceed 10% of total costs)				
	Planning and Design Grant	Pre-development costs associated with a project	Up to \$10k				
Holland	Low Interest Loans	Interior and exterior building improvements	Variable (with below market rate interest rates)	N/A	Owners and tenants of downtown properties	Holland MainStreet/Downtown Development Authority	Unknown
	Design Assistance	Consultation with an architect or designer before property restoration or rehabilitation	Up to \$600	Unknown	Owners and tenants of downtown properties (where at least 25% of the space is used for commercial purposes)		

City	Program	Uses of Funds	Funding Range	Match	Eligibility	Administrator	Revenue Source
La Crosse	Elevate Downtown Façade Improvement Grant	Façade improvements	Up to \$20k for historic buildings and up to \$10k for non-historic buildings (but, up to \$1k for awnings and signage)	Yes - 1:1	Properties within the downtown district	The City of La Crosse	Unknown
New Glarus	Façade Improvement Grant	Façade improvements for commercial, mixed-use, and multifamily structures which maintain Swiss theme	Up to 50% of project costs or max. \$5k per property (alternative amounts approved on a case-by-case basis)	Yes - 1:1	Properties within TID #4	Village of New Glarus	TIF revenue
Port Washington	Sign Grant	Signage	Up to \$250	Yes - 1:1	Properties within the Port Washington Main Street's district	Port Washington Main Street	Unknown
	Façade Grant	Façade improvements	Up to \$1.5k				
Sheboygan Falls	Sign Grant	Signage	50% of sign design, up to \$500	Unknown	Properties within the Downtown Historic District and the Cole Historic District	Sheboygan Falls Chamber-Main Street	BID district
Waupun	Downtown Targeted Reinvestment Grant	Interior commercially zoned building improvements	Up to \$10/SF with a maximum award of \$20k per parcel.	Yes - 1:1	Property owners within TID #3	City of Waupun	TIF revenue
	Downtown Revitalization Grant	Façade improvements to commercial buildings	Up to \$10k per parcel, (but up to \$1.5k for new signage, awnings, decks, and patio vertical elements)	Yes - 1:1			
	BID Façade Improvement Grant	Façade renovations	Up to 2,000	Yes - 1:1	Commercial property owners and businesses in BID district	Business Improvement District Board	BID revenue

Interview Records

This section documents notes from the interviews conducted as part of this research task. Documentation is organized by organization:

- City of Waupun (Waupun, WI)
- Main Street BIZ (Ann Arbor, MI)
- Downtown Mainstreet, Inc. (La Crosse, WI)
- Cedar Falls Community Main Street (Cedar Falls, IA)
- Sheboygan Falls Chamber – Main Street (Sheboygan Falls, WI)
- City of La Crosse (La Crosse, WI)

City of Waupun (Waupun)

With Sarah Van Buren, Economic Development Coordinator on 11/17/2021

- 1. Can you tell me a bit about Waupun’s downtown business improvement district? Specifically, what the City’s role is?**
 - a. How does the BID garner support and buy-in?**
 - b. What are the services, and any challenges maintaining those services?**
 - c. Do you have any advice for a community looking to establish a BID for the first time?**
- The downtown BID is operated by the City of Waupun; the board is appointed by the mayor.
 - The BID is a result of past efforts which included a collective group (City officials, community members, representatives from Project Rescue Inc.)
 - The board includes 10 members – dislike that the membership is an even number (for voting purposes). There are six representatives from inside the BID boundaries, and four at large representatives (from anywhere in community). The board includes a good mix of property owners and business owners. Terms are staggered 3-year terms (helpful in ensuring a good transfer of knowledge).
 - Tax assessment rate is very low. It has not changed since the BID was created. Because of the low rate and the number of eligible properties in the district boundaries, they do not receive a lot of funding.
 - o Some members understand the importance of increasing the assessment rate to meet growing needs and to diversify services. However, the BID needs to first do a better job at promoting and marketing the BID’s services and the value the BID brings. Need to explain to the district: If you want to do these things, we need to raise the assessment by \$X amount, to pay for these new services/projects.
 - o Mentioned the state average BID assessment rate is around \$3 per 1,000 AV
 - Their operating plan was recently updated (previously wasn’t updated since 1988 – and it needs to be updated annually).
 - o They were previously allocating 95% of their funding toward façade improvement grants and 5% toward beautification (e.g., landscaping planter boxes)
 - This was seen as slightly problematic because the grants only help the entities that apply and get approved for funding while other projects could potentially help a greater area (e.g., downtown market analysis, pop up program).

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- Trying to diversify use of their funds for training, new programs, etc. (Needed to help the board make this mind shift)
 - WEDC Main Street representative came to conduct a downtown visioning exercise with the CDA and BID to help inform the kind of services they should be offering. Questions posed included: (1) if you had a million dollars to spend in downtown, what would you use it for? (2) If you had unlimited dollars for your hours, what would you want to do? It was an amazing process to generate ideas that would allow them to develop a new operating plan.
 - They want to become a Main Street Community, so they are currently aligning their goals to four pillars per the Main Street America approach
 - 2. Can you tell me a bit about your available incentives for downtown property owners (e.g., targeted reinvestment grant, downtown revitalization grant, BID façade improvement grant, others)?**
 - a. How often are each used?**
 - b. How are they funded? (e.g., revenue streams)**
 - c. Lessons learned / challenges in administering the grants?**
 - Regarding the BID grant (i.e., reimbursement grant), they received fewer requests for funding than they had money for. (Before diversifying their use of funds, they received about \$8k in façade requests on average – so they were accumulating a balance). Reasons the grants were highly used:
 - Incentive is maxed out at \$2k – wasn't that helpful
 - People didn't realize it was out there
 - They needed to do more educating on how property owners could double up on other available grants
 - Lessons learned regarding use of funding for pop-up program (see Question 4 for more information about the program). While the program was a success in 2020, in 2021 nobody applied for the program. (City was very shocked because they did more promotion than they did in 2020, they had more interest in 2021, walked more people through the space, etc.)
 - They discussed using 2021 funds to carry into 2022 budget (with hopes of operating two programs at different times of the year)
 - However, they realized the reason for lack of interest was due to poor condition of the interior building.
 - BID doesn't normally cover costs for internal improvements. But they decided to unfreeze 2021 funds for a business attraction program. They go matching funds from CDA to pay for the needed improvements to the interior of the building.
 - Needed flexibility in how to use funding to meet the changing service demands for the area
 - Other incentives offered:
 - During COVID they found out hardly any downtown business had a website, ability to do online sales, or a way of communicating to consumers outside of Facebook > they brought in Fox Valley Tech to provide some training in those topic areas
 - 3. The influence of the central business district's design requirements?**
 - a. When were they established? Who would you measure their success since being established?**
 - b. What process was employed to establish buy-in for the design standards?**
 - c. Would you say the design standards are the biggest factor adding to the overall design of the downtown?**

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- Their design guidelines are outlined in an ordinance (which helps) and were last updated in 2017
 - Technically, when property owners are making improvements, their design concept must be presented to CDA for approval. Once it is approved, they can go to apply for a BID or CDA façade grant.
 - The CDA takes design requests very seriously. If design standards are not met, they will sometimes approve the project contingent on including the missing design elements. The building inspector/zoning administrator also reviews requests.
 - The challenge with making sure property owners comply with the standards: Unless the property owner is going to apply for grant funding – they often will not know if the design guidelines will be adhered to or completed
 - o For example, “neutral colors” is a design guideline. A property owner got approval for windows to get a grant. The CDA/City had no idea they were also going to be changing the color of the building. Now it is a non-neutral color and they received angry calls from the public asking why CDA approved project. They were just as surprised as the public (because it was never approved).
 - There’s no enforcement of the guidelines. They want to enforce the guidelines, but do not know how to do that. They often do not know the guidelines will not be adhered to until it is too late. “Then what?”

4. Other projects programs, regulations, and/or investments that have influenced how downtown Waupun looks today? (e.g., The biggest factors influencing form/function)

- In the last three years, lots of positive changes
 - o In 2020, the BID started a pop-up program – to give entrepreneurs a chance to expand into a commercial space with less risk. The BID provided a specific set of money to pay for rent and utilities for a new downtown business for 4 months. Goal was to fill a vacant space, help adjacent business owners, and allow the business selected for the program to try out a physical space risk free (to hopefully sign a lease on their own when the program ends)
 - Timed their program to run through mid-November to February (to take advantage of holiday time and a slower season)
 - Program was successful in the first year – business owner signed a longer-term lease
- In 2020 Waupun received Connect Community award for redevelopment that occurred in 300 block of Main Street. This led to private investment trickling into 400 block and improvements at the bowling alley which created a pocket-park.
- Developed a Downtown streetscaping plan – installed new seating and trash receptacles this year
- Worked with local high schools to develop banners (installed summer of 2020) and a mural

Main Street BIZ (Ann Arbor)

With Betsy Jackson, Consultant on 11/16/2021

1. How did the BIZ garner support and buy-in to establish itself in 2010 and expand itself in 2013?

- Originally the BIZ included the blocks facing Main Street only. In 2013, it tripled in size.
- The original champions (steering committee) were consistent about communicating the value of their core services (outlined in the next question).
- The steering committee was very diligent and careful about designing an assessment methodology and selecting an assessment rate.
 - o Assessment methods are dictated by state law in Michigan. They developed and evaluated 13 different formulas before landing on options that the steering committee felt comfortable promoting.
 - o Once BIZ was established, the board could increase the assessment rate (by 2% per year) but could not modify the formula without a vote. Formula without a vote). They only increased the rate twice since being established – and once by only 1%. They also waived half of the assessment in the past because they didn't want to expose the BIZ to criticism since it was sitting on a lot of reserve money). This also showed transparency and showed they were responsible stewards of public money.
 - To protect themselves, the Board created a policy that said if the BIZ was going to waive a tax bill, they needed to have enough money in the bank to cover next year's services.
 - Owner-occupied housing use to be exempt from the assessment, but state law changed and now an assessment on owner-occupied homes is optional. When renewal for the BIZ comes up in 2023 – the board will need to decide whether it will impose an assessment on owner-occupied homes. (There is a little heart burn about these homes not paying because there are some many condominiums being built in the BIZ).

2. Can you tell me about your services and any challenges you face in maintaining core services (specifically, around funding and staffing)?

- In determining services (which need to be documented in BIZ plan), the steering committee identified a specific set of services. They didn't want a broad scope of services. They wanted to limit their services but do them so well that it kept the downtown area competitive with other shopping areas. They also didn't want to duplicate any service already being offered or provided by the City of Ann Arbor. Their services are:
 - o Sidewalk snow removal (not just the areas that should be privately maintained, but also the crosswalks and curb cuts which tended to be forgotten because it was any single property owner's responsibility).
 - o Sidewalk sweeping (2 – 3 times per week)
 - o Landscaping
 - They provide a fixed dollar contribution to their Merchant's Association to pay for landscaping needs along Main Street
 - When the BIZ was expanded, they bought a bunch of large planters to put in the expanded area, so the landscaping style mimicked Main Street.
 - The BIZ maintains the landscaping in the expanded area and the BIZ provides funding to the Merchant's group to maintain landscaping on Main Street.

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- Graffiti removal is on request in public spaces only (e.g., on the landscape planters)
 - Services are contracted out to a single vendor. Services are billed by frequency. Vendor selected was lowest bidder.
 - There have been attempts to have the BIZ collect garbage in the alley, but BIZ has forestalled anything beyond the scope. The City is technically supposed to do this (it's just not at the desired standards that private property owners want).
 - The BIZ tries to keep overhead costs down (between 10% and 14% of the total budget).
 - The BIZ does not have any employees. Two roles are contracted out (operations consultant and administrative consultant). These two consultants earn a fixed monthly rate for a specific subset of tasks. They do not get paid anything close to a full-time salary.

3. In what ways, if any, does the BIZ partner or work with other groups – City of Ann Arbor, Downtown Development Authority, or Destination Ann Arbor?

- Doesn't work too closely with other groups, although they don't ignore other groups.
- The Downtown Development Authority (DDA) is their fiduciary partner.
 - Michigan law allows BIDs/BIZs to solicit payments in lieu of taxes (i.e., a tax-exempt organization makes a voluntary payment totaling the assessment they would have otherwise been on the hook for if they were to be a private entity). The BIZ area doesn't have many large tax-exempt properties, except for City-owned parking areas – so the DDA pays an equivalent of assessment on those parking areas (e.g., about \$30,000 per year)

4. Do you have any advice for a community looking to establish a BID for the first time?

- Make sure the assessment formula is very fair
- The leaders (e.g., champions) forwarding the idea to the intended district need to keep be the “sales people”—and they need to understand that that is their role. They must educate others and explain “hey, here's why it's worth it to me to pay this additional assessment”
- The champions:
 - Must be the people who will also be paying the assessment
 - **Be very familiar with the state law;** be able to speak about the law with authority and address concerns, stereotypes/conspiracies, and questions
 - Must include a group that is composed of small and large property owners (otherwise the “bigger” properties with try to call the shots). The leaders/steering committee should represent the number of and variety of commercial properties in the district.
- It is helpful to have a champion that knows everybody. Every state law has some role for local government in decision making. The BIZ had one behind the scenes woman who made sure individual meetings were held with the mayor, every council member, the head of every local department, as well as with the DDA. Good approach – got everyone on board and in agreement before the vote was needed.
 - This same approach wasn't followed when trying to pursue the expansion – and the expansion barely passed because same effort wasn't made.
 - This approach is time consuming and labor intensive, but worthwhile.
- The public and private can be suspicious of the other. You need someone who can work with both sectors and it's not always obvious who that person is.
- Need to keep communication open to stakeholders (those that are/will pay the assessment. Communication needs to be ongoing and include basic level marketing to city leadership, the property owners, and tenants (e.g., quarterly letters).

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- Communication / marketing should be its own line item in the budget – it doesn't need be a lot of money, but it's important. You need some way for stakeholders to provide input or identify concerns too.
 - It's important to have legal council on the board of directors to give general advice about open meetings laws, etc.
 - When determining services, you need to be firm about the ones that are absolutely fixed and the ones that are more flexible – document in bylaws
 - A BID is more tied to City government than their BIZ. In Michigan a BID needs budget and assessment formula approved annually by city council.
 - No matter what the state law says you can do, you are always dealing with human beings – half of the process is psychotherapy – figuring out how to make everybody feel good about the finished product.
 - Sometimes you need to be prepared to massage others ego's – don't expect everyone to be on board by just showing and discussing the spreadsheets. You need to be able to explain the value of a BID different to different people – as stakeholders will all see things differently.

Downtown Mainstreet, Inc. (La Crosse)

With Terry Bauer, Executive Director (written comments offered) on 11/15/2021

1. How did Downtown Mainstreet, Inc. form and grow over time?

DMI was chartered in 1990. It is structured with an Executive Director, a 30-hour support person (Events and Promotions Coordinator), and 2-4 unpaid interns each semester from UW-La Crosse or Viterbo University. We have an active Executive Board and Board of Directors, all of whom are community business leaders. We have 4 committees, Organization, Promotion, Economic Development, and Design.

2. Can you tell me about your services and any challenges you face in maintaining core services (specifically, around funding and staffing)?

I have been here one year on the 30th of November. I have worked on reducing our prior strategy of revolving chairs with employees. To add stability, I've contacted the Chamber of Commerce to see if we could share a marketing/graphic artist person. I'm looking at a bookkeeping service that would provide the same person (or accounting firm) managing our weekly accounting. I have created a few revenue streams to supplement our membership income. We sold Valentine Gift Packages, did an employee gift promotion with Mayo Clinic Health System, and are currently selling Downtown Decks. Downtown Decks are a deck of cards that are comprised of 51 different businesses and each card has a special discount on it. We expect this to be a great fundraiser for us. We do also receive funding from both the City and County of La Crosse.

3. Can you tell me about the Elevate Downtown Façade Improvement Grant Program?

The City of La Crosse took this program over and manages it.

It has been extremely beneficial for downtown as many buildings have been and continue to be updated and improved.

4. Can you tell me about the extent to which your organization collects donations for projects/programs?

We haven't done this since I've been here. However, we are participating in the Bundle Up promotion, that collects new or slightly used warm clothing.

5. Do you have any other thoughts about the factors that have influenced how downtown La Crosse looks today?

The Governor's Bounceback Grant program has been very positive for our downtown. We have had 14 new downtown business receive a \$10,000. Grant. That has helped change the look of downtown having those vacant store fronts filled.

Other –

- Job description of executive director – to ensure that empty downtown store fronts are filled, that we continue to experience economic growth, that the Downtown Mainstreet membership grows, that we create new revenue streams, that we successfully execute our events and promotions, and attend City, County, and neighborhood meetings to represent Downtown Mainstreet. Salary ranges from \$45,000 to \$70,000 based on experience and talent.
 - o **Note: another Executive Director job description (from Port Washington Main Street) was found online. This job description is pasted on the following pages for reference.**
- Beautification and Design Committee is currently working on street banners, murals, and other art works around downtown. The beautification aspect also includes our person that daily, except on Tuesdays, cleans up the downtown streets.
- Formal descriptions of each of the committees are copied below

Organization: MEMBERS receive a free listing and page on our website:

www.lacrossedowntown.com Members of DMI benefit from the promotion of their services to the community through our SOCIAL MEDIA listings and our eNEWSLETTER. There are many opportunities to promote your business, and numerous occasions to network with other businesses. Attend our MONTHLY MEETINGS to stay informed on issues and upcoming events. ROUNDTABLE EVENTS provide us the opportunity to share best practices and dig deeper on important issues. Members are invited to experience QUARTERLY SOCIALS as an opportunity to network with other businesses and learn about their stories of SUCCESS. We all work together to strengthen our central business district and renew our downtown neighborhood.

Promotions | Events: PROMOTION creates excitement in the downtown district. Street festivals, retail events, and image development campaigns are some of the many ways that we encourage consumer traffic in the downtown district. MARKETING entices the community and visitors to SHOP, EAT, PLAY! EVENTS promoted downtown are Open Houses, Eat Week, Downtown Walk Around, Summer Days, Street Dances, Historic Downtown Day, Downtown Trick or Treat, Holiday Events, Small Business Saturday, Santa's Workshop, Annual Fundraisers, Downtown tours. MEMBERS can participate in the downtown gift certificate and discount card program to promote your business to thousands of downtown employees, college students, and out of town visitors. All member employees enjoy these same DISCOUNTS.

Design | Beautification: DESIGN involves creating an environment where people want to shop and spend time. First impressions can have a lasting influence. Rehabilitated buildings, attractive storefronts, enticing window displays, clean streets and sidewalks, properly designed signage, façade improvements, placemaking, as well as beautification and art projects present an appealing IMAGE to potential customers, tenants, and investors. ENHANCE Grants offer up to \$500 matching grants for paint and fix-up, signage and awnings. ELEVATE Façade grants offer up to \$20,000 matching grants for façade improvement. Our DESIGN and BEAUTIFICATION program works with the city to improve our downtown through graffiti and pigeon control, floral and tree planters, banners, and overall CLEANLINESS.

Economic Vitality: ECONOMIC VITALITY involves analyzing current market forces to develop long-term solutions. Sharpening the competitiveness of our traditional merchants, recruiting new businesses, creatively converting unused space for new uses, promoting downtown living, and NEW BUSINESS assistance program are examples of our initiatives. We work to foster an entrepreneurial spirit and a downtown district that grows greater each day. LAUNCH LA CROSSE offers assistance programs for new business start-up, incubation and expanding businesses. The program works to cultivate small business and fill empty storefronts. IGNITE new business grants offer up to \$5,000 in a competitive new business grant contest. ACCELERATE Business grants offer up to \$5,000 in a competitive existing business grant contest.



Port Main Street, Inc. Executive Director

Does making a difference in a community through your efforts that seek to improve the economic well-being and quality of life for one of the 36 Main Street Communities in Wisconsin, right on Lake Michigan, sound like your passion?

Port Main Street is searching for such an energetic individual to join the team to lead and execute a comprehensive downtown program.

1. Community Development - knowledgeable in the principles driving a community's economic development, 28 blocks and over 125 businesses (all sizes), effectively communicate strategies to the Board of Directors and others regarding economic development, business retention and recruitment efforts, all to develop a center of activity and ensure economic growth.
2. Program Operation - Manage and/or execute all aspects of the Main Street Program: including daily operations, purchasing, systems of records and the documents/records, budget tracking, bookkeeping, prepare all reports required by funding agencies and the Wisconsin Main Street (WEDC) program and by the National Main Street Center, execute the board's decisions, provide follow up reports and analysis.
3. Program Oversight - marketing materials, press releases, grant writing, fundraising, planning of events and festivals, media relations, and overall promotion of Port Washington.
4. Historic Preservation - enhance the identity of Port's small town charm while preserving a sense of history as well as coordinate and collaborate with Port's Historical Society.

The selected individual will collaborate with a variety of stakeholders.

- Board of Directors (Board), officers, committees, volunteers
- Port Washington Business Improvement District (BID) property and business owners
- Supporters without Voting Rights (Supporters)
- Local business community at large, service organizations and local and state government officials

Candidates holding the following qualifications will be considered;

- Bachelor's Degree in Business Management or equivalent
- Ability to manage multiple priorities, groups and initiatives
- Engage with key representatives in the community to build lasting relationships
- Resourceful and creates efficiencies using technology or other cost-effective measures
- Effectively delegates work to a diverse mix of volunteers yet held accountable for obtaining results
- Must have strong interpersonal skills as well as excellent verbal and written communications skills

Cedar Falls Community Main Street

With Maribel Barry, Office Coordinator on 11/19/2021

1. Can you tell me about your façade grant program, and any other property/business owner incentive you might offer?

- Business owners and property owners are both eligible for the grant (though business owners will need property owner permission if they do not own the property).
- The program sees a healthy mix of existing and new businesses applying and using the funding. However, businesses and property owners do not take enough advantage of the opportunity.
- Use of the program typically fluctuates (years with large downtown events would typically see increased interest).
- Three awards were granted in 2021, while two were granted in 2020.
- Applications are reviewed by a Design Committee that is made up of business owners, architects, and others who have knowledge and interest in reviving downtown.

Funding

- Funding comes from the City of Cedar Falls. The downtown area is in a SMID district (like a BID district).
- Funding levels fluctuate from year to year. Community Main Street has considered dedicating some of its own funding to bolstering the pot.
- The organization annually applies for the Main Street Challenge Grant, an award of up to \$75,000 through Main Street Iowa for revitalization. Each community can only submit one application each year.
 - o The Design Committee reviews applicants to select one winner to then be submitted to Main Street Iowa.
 - o Cedar Falls Community Main Street tries to have conversations early with potential applicants to give plenty of time to prepare a solid application.
 - o The group has seen success with 10 awardees so far.

Promotion

- Cedar Falls Community Main Street meets with business owners quarterly and will remind the owners about the grant program and their eligibility. Letters are also sent out to business owners quarterly.
- The group also contacts property owners biannually.
- Because Cedar Falls is not a massive city, the group regularly is aware of things going on in town and has relationships with the business and property owners, allowing for tailored approaches.

Improvement

- Cedar Falls Community Main Street would like to have more funding made available. The organization has considering setting aside some of its budget to contribute to the fund used for the grant program.
- They do not do a lot of formal promotion and would consider some targeted marketing, though it was mentioned that word of mouth seems to be the most successful source of applicants.
- Success has come through early conversations, so they would like to continue the regular conversations with business and property owners.

Sheboygan Falls Chamber – Main Street

With Shirl Breunig, Executive Director on 11/19/2021

1. Can you tell me about your sign grant program, and any other property/business owner incentive you might offer?

- The sign program provides funding for business signs depending on the cost of the sign.
 - o Signs under \$1500 can receive \$250
 - o Signs over \$1500 can receive \$500
 - o Many businesses looking to have a vinyl sign will pay for it on their own as the cost is cheap enough.
- This program is frequently used, mostly by new businesses, but existing businesses are also eligible.
- Applications are reviewed by the Historic Preservation Committee (note: the downtown is a historic preservation area).
- A typical year will see three to five applications, but in 2021 more than five awards have been provided.
- Limited funding is available, and it is awarded on a first come, first served basis.
- The City of Sheboygan Falls uses its BID District to fund the program. (More funding is desired so the program could award larger grant amounts.)

Promotion

- The executive director attends plan commission and city council meetings to become aware of any new businesses being permitted. She contacts newly approved businesses to let them know about the opportunity.
- Word of mouth is also largely used with property owners letting their new tenants know about the program.

City of La Crosse (La Crosse)

With Julie Emslie, Economic Development Administrator on 12/1/2021

- The Façade grant program has two components, one is the Downtown area and the other is the Northside area
- They regularly see four to five applications per year.
- Funding awards vary.
 - o Max awards are \$20,000 at a 50 percent match, meaning the applicant must also put up \$20,000 or more.
 - o Awards for the side of a building are capped at 25 percent.
 - o Max awards for awnings/signage is capped at \$1,000.
- Most applicants are existing businesses.
- La Crosse has a historic downtown with certain aesthetic requirements. Accordingly, applications are reviewed by a committee that is made up of architects and industry experts.
 - o The committee communicates any suggested/required changes to the City, who then communicates them to the applicant.

-
- The committee has often provided helpful feedback to make sure an applicant best matches the desired feel for the downtown.
 - The City of La Crosse would love to expand the program to cover the whole city.
 - Staff would like to see an additional “tier” of funding available where they can give more money out to more expensive projects.

Funding

- Funding derives from the City’s tax incremental district and the City’s Capital Improvement Program.
- About \$150k was set aside for the program initially. An additional \$100k was allocated to the program in 2018, 2019, and 2020. No funding was set aside for 2021 or 2022 (the fund didn’t need it).
- Money is reimbursed at the completion of the project after being reviewed by staff to ensure requirements are met.
- Projects have one year from the award date to complete the project, but a one-time extension of six months is possible.
 - Projects can begin before the applicant applies, but only costs incurred after the award is granted are eligible for reimbursement.
- About \$350k has been awarded since 2017 supporting \$12 million in project costs.

Promotion

- There is no dedicated promotion of the project.
- Word of mouth is the primary source of applicants.
- The fact that the program leads to tangible, visible results has been huge for promotion. The City of La Crosse can point to a nice façade in the downtown and say that they helped fund that project.



Appendix C: Funding Options Matrix

The Bay-Lake Regional Planning Commission prepared this appendix as part of the “*Plymouth Downtown Design Standards and Guidelines Project Recommendations*” report.

December 2022

Overview of Potential Funding Options

The City of Plymouth contracted the Bay-Lake Regional Planning Commission (BLRPC) to identify funding options that could be implemented or pursued to fund/finance improvements, projects, and programs in the downtown planning area. This appendix identifies and describes a range of local funding options and grant opportunities. In addition to these options (identified in a matrix below), an inventory of a wide-ranging list of grant programs and application deadlines are documented on the BLRPC’s funding opportunities portal (linked below). This portal is regularly updated by the BLRPC team.

<https://funding-opportunities-baylakerpc.hub.arcgis.com/> .

Tool	Description	Potential Revenue	Eligible Use of Funds
Local Options			
General Fund Allocation	The City of Plymouth may allocate unrestricted General Fund dollars to cover a range of project and program expenditures. Jurisdictions’ general funds comprise revenues from multiple sources, primarily property tax revenue. The prioritization of General Fund revenues to support downtown design projects and programs would likely be determined annually as part of the budget approval process.	Funding would be contingent on the Common Council’s funding priorities.	Flexible use of funds.
Community Development Block Grant (CDBG)	CDBG is a program funded through the U.S. Department of Housing and Urban Development (HUD). The program is intended to support community development activities identified through an ongoing local process.	Funding would be contingent on priorities set forth in Plymouth’s consolidated plan.	Activities addressing infrastructure, economic development, public facilities, community centers, housing rehab, public services, clearance/acquisition, microenterprise assistance, code enforcement, homeowner assistance, etc.

Tool	Description	Potential Revenue	Eligible Use of Funds
Business Improvement District (BID)	<p>A BID is a special assessment district, authorized under state law. It is a defined commercial and/or industrial area, governed by a board of directors. When a BID is formed, property owners inside the BID are assessed an additional property tax to pay for projects that aim to improve and market the BID area. The improvements and additional marketing will directly benefit the property owners in the BID.</p> <p>When a BID is formed, they may use other funding sources to supplement levy revenue including investment interest, contributions from private donors or the municipality, grants, member fees, and event/program revenues.</p>	<p>Financial capacity is contingent on the size of the BID and established levy rates. Based on the downtown planning area's existing total assessed value (AV) of \$20.4 million (2021),¹ a levy rate of:</p> <ul style="list-style-type: none"> • \$0.50 per \$1,000 of AV could generate about \$10,200 / yr. • \$3.00 per \$1,000 AV could generate about \$61,300 / yr. • \$5.00 per \$1,000 AV could generate about \$102,200 / yr. 	Flexible use of funds, but expenditure activities must be listed in the proposed operating plan for the district.
Neighborhood Improvement District (NID)	A NID is a special assessment district, authorized under state law, where at least one property owner of a proposed area petitions to be assessed an additional tax to pay for capital improvements (which will directly benefit the property owners in the NID).	Financial capacity is contingent on the size of the NID and established levy rates. See BID estimates above for funding capacity examples for the downtown planning area.	Flexible use of funds, but expenditure activities must be listed in the proposed operating plan for the district.
Room Tax	<p>In Wisconsin, municipalities may levy room taxes which are fees charged to customers of overnight lodging. The fee is a percentage of lodging charges incurred by the customer. A certain share of revenues must be used to support tourism; the balance is discretionary.</p> <p>Plymouth's room tax rate is eight percent.</p>	Financial capacity is ultimately dependent on the tax rate and the amount of overnight lodging in the jurisdiction. A portion of total tax revenue may be allocated to qualifying projects each year.	Municipalities must allocate 70% of its room tax revenue to tourism promotion and tourism development purposes.
General Obligation Bonds	General obligation-local improvement bonds are a temporary increase in property tax rates to finance public improvements (typically over 20 to 30 years).	Financial capacity can be quite significant.	Public, capital improvements.
Local Business License Fees	A business license fee is a permit issued by government agencies to businesses for the privilege of conducting business in a jurisdiction or district. The fee could be flat, based on business classification, or based on the number of employees. The licenses could also be imposed city-wide or on downtown businesses only.	<p>Financial capacity will vary based on the fee rate, fee basis, and number of businesses paying the fee.</p> <p>A city-wide flat fee of \$20 (based on an estimated 276 – 386 businesses in Plymouth²) would amount to \$5,520 to \$7,720 per year.</p>	Flexible use of funds.

¹Total assessed value for the downtown planning area derives from the Sheboygan County Assessor. Financial capacity is rounded to the nearest hundred.

² The fee basis of 276 to 386 businesses per year relies on the number of business firms in the City of Plymouth per the U.S. Census' 2017 Economic Survey (low range) and the number of business firms in the City and Town of Plymouth per 2019 Quarterly Census of Employment and Wages data (high range).

Tool	Description	Potential Revenue	Eligible Use of Funds
Vehicle Registration Fee (Wheel Tax)	<p>A vehicle registration fee is typically a flat rate charge that the owner of a vehicle must pay when they register their vehicle in a jurisdiction that imposes the fee.</p> <p>The State of Wisconsin currently imposes an annual \$85 fee on traditional automobiles, for example. Sheboygan County and the City of Plymouth do not currently impose a local vehicle registration fee.</p> <p>In Wisconsin, local vehicle registration fees (imposed by cities, villages, and counties) typically vary between \$10 and \$40.</p>	Individuals had 3,085 registered automobiles in Plymouth. If Plymouth imposed a \$10 to \$20 registration fee, estimated financial capacity could vary between \$30,300 and \$61,200 per year. ³	All revenue from the fee must be used for transportation related purposes.
Parking Fees	A parking fee is a charge for the privilege of parking in a particular area (e.g., on-street, downtown district, or in a specific parking lot or structure). Cities can charge parking fees through coin-operated meters or smart parking meters.	Financial capacity will vary based on the fee rate and parking demand.	Flexible use of funds.
Grant Programs			
Neighborhood Investment Fund	Funded through American Rescue Plan Act (ARPA) dollars, this program is intended to help Wisconsin recover from the coronavirus pandemic. The program is intended to emphasize increasing services for underserved individuals and populations.	Total money distributed through this program is \$200 million. Awards are likely to vary (as of September 2021 information was still rolling out).	Potential projects include affordable housing initiatives, transit and childcare solutions, and innovative public services (including new and improved facilities).
Knowles-Nelson Stewardship Grants Program	This program was established to preserve valuable wildlife habitat and natural areas, protect water quality and fisheries, and expand opportunities for outdoor recreation. The program comprises several grant subprograms for different activities and for different group eligibilities (e.g., local governments, non-profits, “friends” groups, etc.).	Grants awards are subject to the availability of funds.	Land acquisition and recreational development.
AARP Community Challenge Program	An annual grant which provides small grants to fund quick-action projects that can help communities become more livable for people of all ages. Funding derives from the American Association of Retired Persons (AARP).	Several hundred dollars to tens of thousands of dollars.	Projects that: create or improve parks and public spaces, deliver transportation options, support housing options, increase engagement, demonstrate the value of “Smart Cities,” and focus on diversity and inclusion while improving the built and social environment.

³ Total registered vehicle count is based on data from the Wisconsin DOT (as of July 9, 2021). Estimated financial capacity deducts the State administrative fee of \$0.17 per registered vehicle and is rounded to the nearest hundred.

Tool	Description	Potential Revenue	Eligible Use of Funds
Philanthropy			
Crowdfunding	Crowdfunding is the practice of funding projects or programs by raising many small amounts of money from many people, typically via online channels.	Funding is variable.	Variable use of funds.
Capital Fundraising Campaigns	A coordinated effort to raise a substantial amount of revenue of for a specific project or effort in a pre-established period (up to many years). A successful capital campaign requires increasing public awareness for projects and programs via phone calls, emails, mailers, or events. They may require volunteer support or an increased use of staff resources.	Funding is variable.	Variable use of funds.
Advertising or Naming Rights	<p>An advertising-based financial transaction that relies on a person/organization purchasing the right to name a facility or event. This option could also take the form of a business sponsorship or legacy gift program.</p> <p>In Plymouth, naming rights of entire facilities are generally designated to honor historic figures. That said, an advertising/naming rights program can take different forms. For example, it could involve the implementation of a plaque to highlight and thank multiple, smaller donors.</p>	Funding is variable; however, without larger organizations with great spending power, revenue is typically small, and funds may not contribute meaningfully to projects.	Examples include capital improvements used by community members, projects in public spaces, community programs, projects/programs which resonate with local corporations or larger donors.



Wisconsin Business Improvement Districts - BIDs

*Charles S. Law, Ph.D., Community Planning and Design Specialist
September 2012*

This Fact Sheet is part of a publication series produced by UW-Extension's Local Government Center. More information about related local government topics can be found on the Center's website, <http://lgc.uwex.edu>.

Introduction

Since 1992, the University of Wisconsin-Extension (UWEX) has requested information on assessment methods, revenues, expenditures, district programs and activities, and staffing for all of the Business Improvement Districts (BIDs) operating in Wisconsin municipalities. Fifty-seven BID (71.2%) representatives responded to the latest request. This Fact Sheet summarizes the data collected from that effort.

What is a Business Improvement District-BID?

Wisconsin Act 184, signed into law in 1984, gives Wisconsin municipalities (i.e., cities, villages and towns) the power to establish one or more Business Improvement Districts within their community and an assessment methodology that allows properties within that geographic area to contribute to programs aimed at promotion, management, maintenance and development of that district. Assessments are restricted to commercial and industrial properties within a municipality that are subject to real estate tax. Tax-exempt properties (i.e., religious, public utility or government properties) or those used exclusively as residences cannot be included in the assessment district. § 66.1109 of the Wisconsin Statutes regulate Business Improvement Districts.

How many BIDs operate in Wisconsin?

There are currently over 85 BIDs operating in the state. The City of Milwaukee is the latest Wisconsin municipality to create a BID and now has over 30 such districts in operation.

What is the value of BID property?

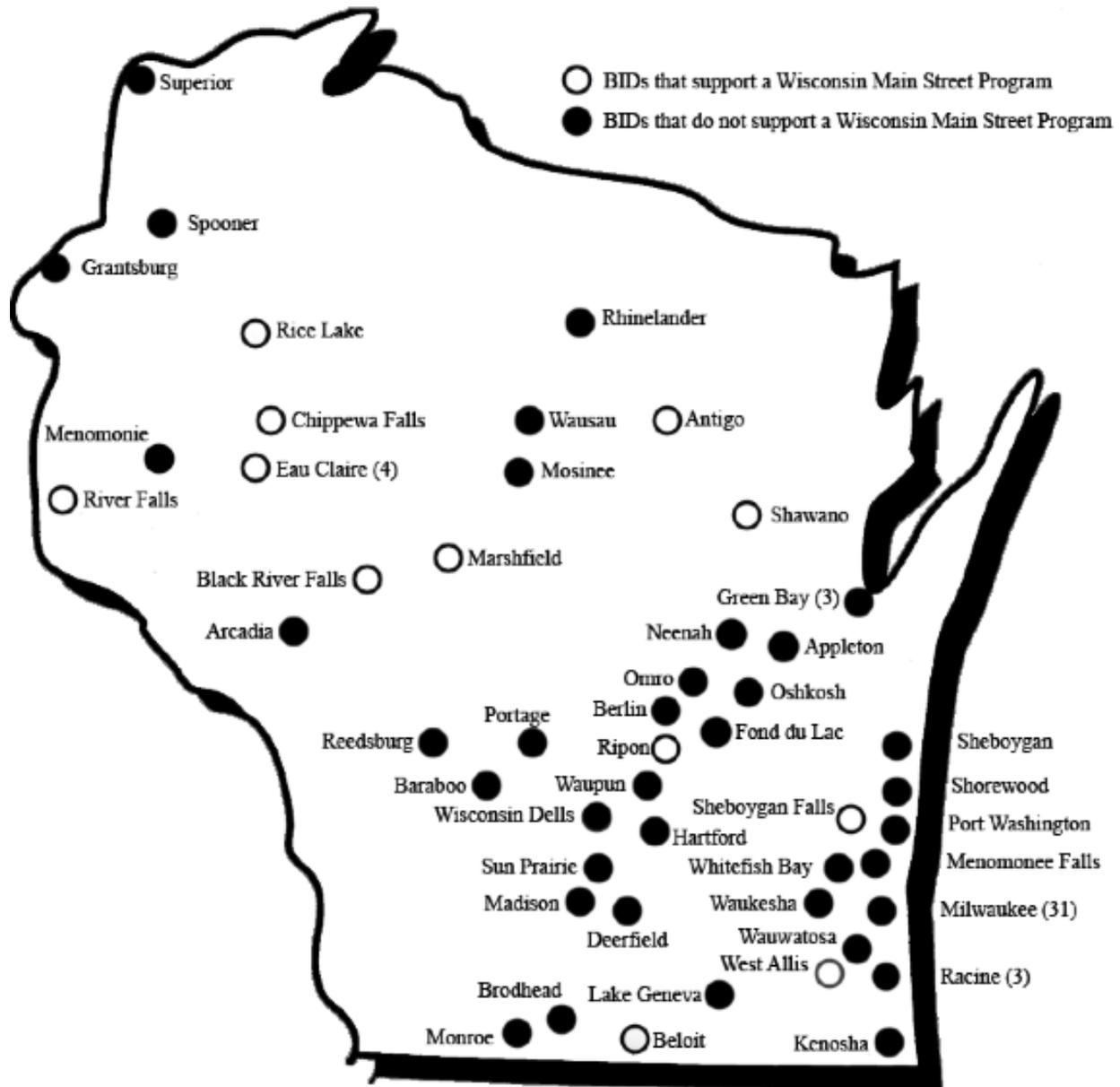
The average assessed value for all property within an individual BID (n=46) is \$ 137,856,341, with an average value per parcel (n=33) of \$1,155,485.

The total assessed value of all property has increased by 28.2% since 1998 while the average assessed value has increased by 9.6%. Multi-year comparisons should be made carefully, however, since data for all BIDs is not always available.

How large are BIDs?

BIDs vary greatly in size. The average number of tax parcels contributing to a district is 147. The smallest BIDs, all located in Milwaukee (Downer Avenue, Schlitz Park, and Kinnickinnic River) have 9, 10, and 11 parcels, respectively. The largest BID, also located in Milwaukee (Historic King Drive) has 417 parcels.

The Wisconsin map below illustrates the location of BIDs currently operating in the state.



How are BIDs managed?

- More than half of the reporting BIDs currently support a full-time Director/Manager, whose average salary is \$49,000 per year. Twelve BIDs (27%) have part-time managers and six BIDs (14%) do not employ either a full or part-

time manager. These six BIDs are generally managed by a member of the BID Board.

- BID Administration is handled by a Board of Directors. While the State Statutes only require five Board members, the average number of BID Board members is 9.
- Twelve BIDs currently support a Wisconsin Main Street Program.

How are BID Assessments Determined? *

It is important to note that the State Statutes do NOT dictate how property assessments are to be determined. BIDs use a variety of methods to determine the amount of district assessment. BID levies are generally based on a proportion of the individual property's assessed value but may also be based on parcel sizes or frontage footage.

- For those 38 BIDs responding that use a ratio methodology (based on each \$1,000 of assessed value), the average BID assessment is \$2.64/ \$1,000.
- The lowest district assessment at such a rate is Eau Claire BID #3 (Water St) at \$0.60 per \$1,000.
- The highest district assessment at such a rate is Milwaukee #32 (North Ave/ Fond du Lac Marketplace) at \$6.60 per \$1,000.

How much money do BIDs generate?

Total BID levies generate over 8.8 million dollars each year. The average district revenue generated from assessments is \$153,000 (n=57). Many districts supplement this revenue from a wide range of sources. The following table summarizes these external funding sources and average amount of extramural funds generated.

Are there other funding sources used to supplement the BID revenues?

The following types of sources contribute to BID activities and programs. The numbers correspond to how many BIDs obtained funding from these other sources. Many BID budgets rely solely on their BID assessments.

Investment Interest:	10
Private Donations:	4
Municipal Contributions:	11
Grant(s):	3
Member Fees:	3
Event/Program Revenue:	8
Other:	14

What is the average operating budget for a BID?

The average annual operating budget is \$194,494. Operating budgets range from a low of \$11,500 (Eau Claire – W. Grand Avenue) to a high of \$3,133,967 (Milwaukee BID # 21- Downtown Management District). Not counting the Downtown Management District, the average annual operating budget is \$136,857.

How are BID monies spent?

Business Improvement Districts often contract for a number of professional services to help administer BID programs and their operation.

12 (21%) of the Reporting BIDs Contracted	Graphic Design Services
28 (48%) of the Reporting BIDs Contracted	Accounting Services
9 (16%) of the Reporting BIDs Contracted	Litter Control Services
6 (10%) of the Reporting BIDs Contracted	Legal Services
7 (12%) of the Reporting BIDs Contracted	Secretarial Services
4 (7%) of the Reporting BIDs Contracted	Snow Removal Services
33 (59%) of the Reporting BIDs Contracted	Events Production

Other Types of BID Expenditures Include:

	<u>No. Bids</u>	<u>% Total</u>
Promotional Efforts (General)	35	60%
Assistance for Business Start-Up(s)	24	41%
Job Training Programs	2	4%
Advertising	35	60%
Marketing	51	88%
• Audiovisual Materials	3	5%
Physical Improvements	33	57%
Streetscape Development	414	76%
Public Safety	19	33%
Debt Service	11	19%

Additional Information:

For more information on Wisconsin BIDs, including a Directory of contact information for BID representatives, contact:

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 Local Government Center
 229 Lowell Hall
 610 Langdon Street
 Madison, WI 53703
 (608) 265-2501
chuck.law@uwex.edu

Or visit <http://lgc.uwex.edu/cpd/bidpage/bid.html>.

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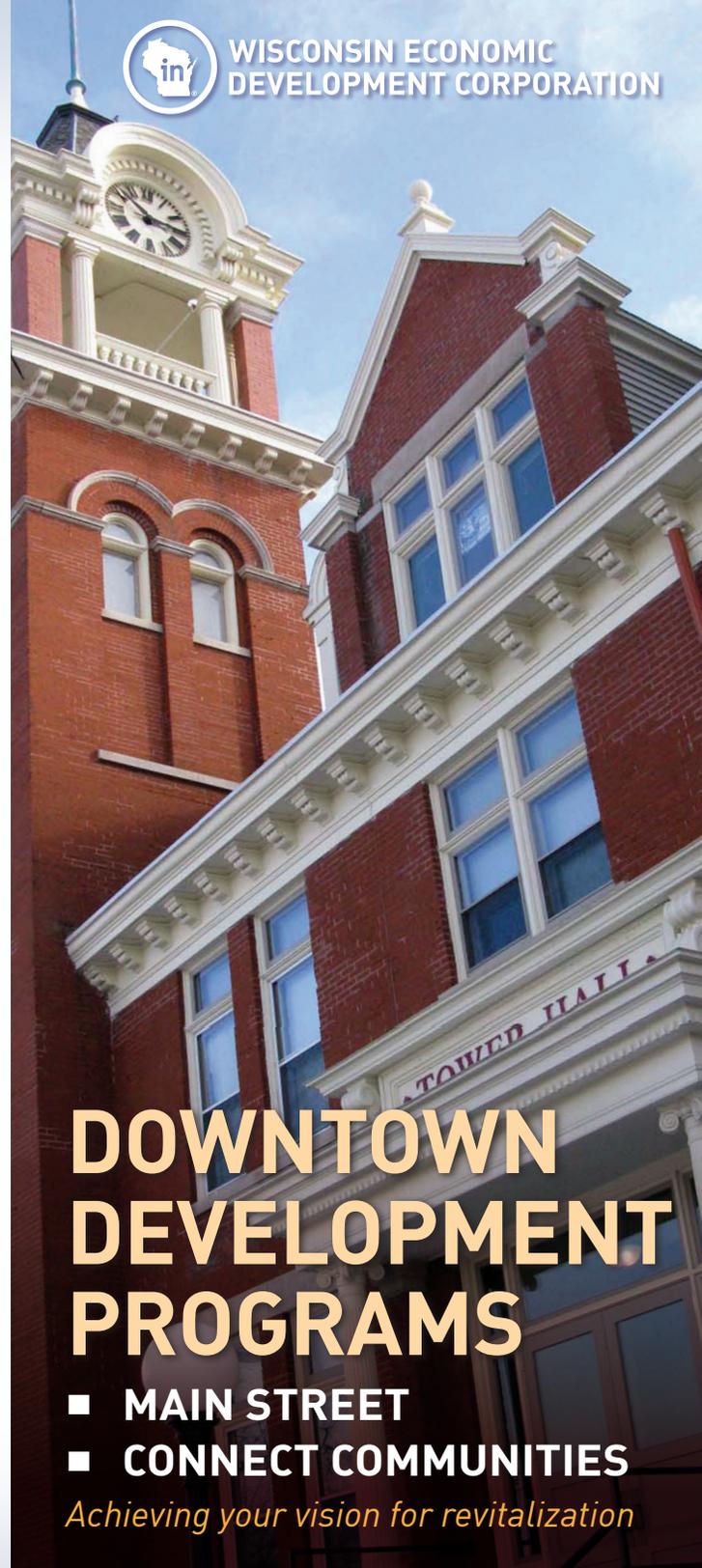
Photos courtesy of Main Street
Marshfield, Sturgeon Bay Visitor Center,
and Eagle River Revitalization Program.



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WISCONSIN ECONOMIC
DEVELOPMENT CORPORATION



DOWNTOWN DEVELOPMENT PROGRAMS

- MAIN STREET
- CONNECT COMMUNITIES

Achieving your vision for revitalization

Successful commercial districts don't just happen. They need to be planned and nurtured. Their prosperity requires interest and action from many stakeholders who share a vision for the community.

WEDC's downtown development programs are designed to help communities identify necessary initiatives, stakeholders and resources to make their downtown or urban commercial district a more vibrant and engaging place to live, work and play.

Our programs are designed around The Main Street Approach®, which provides a holistic framework for downtown revitalization focused on four key points:

Organization establishes consensus and cooperation by building partnerships among the various groups that have a stake in the commercial district.

Design works to create a safe, inviting environment for shoppers, workers and visitors while preserving a place's historic character.

Economic Vitality works to build a commercial district that responds to the needs of today's consumers while promoting economically profitable businesses and properties.

Promotion communicates unique characteristics, cultural traditions and community pride to create a positive image and attract interest in and traffic to your district.

RESOURCES AND SERVICES

Participants in both the Wisconsin Main Street and Connect Community Programs enjoy access to a wide variety of educational resources, training and tools designed to further local revitalization initiatives, including:

- Regional workshops on pertinent topics
- Annual conference programming
- Regular webinars
- Case studies and best practices
- Regional networking events
- Manager/board orientation/training
- Toolkits on relevant topics such as market analysis, volunteer management, event production, design guidelines, marketing, etc.

WISCONSIN MAIN STREET communities receive intensive technical assistance from WEDC's downtown development staff and consultants to provide tailored support, design assistance and topical solutions for local challenges as well as targeted support for local businesses and property owners.

OUTCOMES

Downtown development is not a one-size-fits-all endeavor, and local outcomes are as unique as the communities they represent. Ranging in size from 700 to 600,000 residents, each program has made strides in achieving local goals. Participants commonly report increased storefront occupancy, improved environment and aesthetics, increased property values and an expanded customer base, among other outcomes.

PROGRAMS



MAIN STREET

The **Wisconsin Main Street** program was created in 1987, and is affiliated with the National Main Street Center. The **Main Street America™** program is designed to provide technical support and training for organizations dedicated to downtown or commercial corridor revitalization activities. The program is flexible in its ability to accommodate a wide range of community sizes and situations. Successful programs will have established a strong local base of support which enables them to undertake a broad spectrum of initiatives specifically designed to foster local success.



CONNECT COMMUNITIES

Created in 2013, the Connect Communities program is designed to provide training and networking for communities or organizations working on revitalization topics. Connect Communities is a great option for communities beginning new revitalization efforts, those looking to provide additional resources to support local commercial district businesses and property owners, and individuals interested in networking with other professionals and gaining useful information on strategies and techniques to address common revitalization challenges.

APPLICATION INFORMATION

MAIN STREET

Applicants to the Wisconsin Main Street program must be organizations focused on downtown or urban commercial district issues. The organization must have paid staff and an adequate budget for carrying out activities (\$40,000 in communities under 5,000 or \$70,000 in larger communities).

Applications are accepted annually in the spring, and interviews will be held with eligible applicants to determine organization readiness. Up to 3 new communities will be admitted to the program in the following fiscal year.

Participating organizations must complete regular reporting and meet annual attendance requirements to remain in the Wisconsin Main Street Program.

CONNECT COMMUNITIES

Applicants for Connect Communities program may be any organization or governmental entity interested in pursuing revitalization activities at the local level.

Applications are accepted twice annually in the spring and fall, and up to 20 new communities will be admitted to the program in each fiscal year.

Participating organizations must complete annual reporting and meet annual attendance requirements to remain in the Connect Communities program.



Downtown Design Strategy - Survey Responses Business/Property Owner Only

Property Address:	Are you any of the following:	Have you read the downtown design strategy document or attended the various open house events?	Based on your understanding of the Downtown Design Strategy, are you in favor of the proposed Downtown Design Standards being incorporated into the municipal zoning code as requirements for future developments/redevelopments for the projects listed above?	What community benefits do you see by incorporating Downtown Design Standards into the municipal zoning code?	If available, would you be interested in seeing incentives to help developments/redevelopments meet the Downtown Design Standards (Example - providing a low/zero interest revolving fund loan).	Why are you opposed to the Downtown Design Standards being incorporated into the municipal zoning code?
2/3/2023 9:35:22 434 E. Mill	Downtown Property Owner	Yes	No			In favor of suggestions/guidelines, no
2/7/2023 16:54:53 114 depot road	Downtown Property Owner, Dow	Yes	Yes	creating the continuity of the downt	don't we have something like this already?	
2/8/2023 12:40:26 520 East Mill Street	Downtown Business Owner	Yes	Yes	Our downtown is the heart and hist	Yes	
2/14/2023 9:00:34 307 E Mill St. Plymouth	Downtown Business Owner	Yes	No			This will increase the property owners
2/15/2023 9:41:45 434 E Mill Street	Downtown Business Owner	Yes	No			Do not like 'standards' --- GUIDELINI
2/15/2023 10:56:08 217 E. Mill St.	Downtown Property Owner, Dow	Yes	No			Because I think that having a cookie c
3/1/2023 12:03:38 213-215 E Mill Street	Downtown Property Owner	Yes	Yes	Continued and Improved Downtow	Yes	
3/1/2023 14:07:16 215 E. Mill St.	Downtown Business Owner	Yes	No			We're concerned about the diversity t
3/2/2023 11:48:59 214 E. Mill Street, Plym	Downtown Property Owner, Dow	Yes	No			I am not in favor of the uniformity. It n
3/7/2023 9:57:10 607 Eastern Ave	Downtown Property Owner	Yes	No			I am in one of the oldest buildings in t
3/7/2023 10:06:32 531 E Mill st	Downtown Property Owner, Dow	Yes	No			Because we live in America and I beli
3/7/2023 14:43:59 317 e mill st..	Downtown Business Owner, Ply	Yes	No			Don't fix it if it isn't broke
3/8/2023 11:33:11 407 E Mill St	Downtown Property Owner, Dow	Yes	No			Very vague rules with additional stan
3/8/2023 15:00:45 118 Stafford Street	Downtown Property Owner, Dow	Yes	No			needs to be modified
3/8/2023 15:02:00 220 E Mill St	Downtown Property Owner, Dow	Yes	Yes	Historic integrity, Visually Pleasing	Yes	
3/8/2023 15:03:11 622 E Main Street	Downtown Property Owner, Plyn	Yes	Yes	ok	Yes	

Downtown Design Strategy - Survey Responses Business/Property Owner Only

	If incentives we're available to help projects meet the Downtown Design Standards, would that change your opinion on making the Downtown Design Standards a requirement for development/redevelopment downtown? (Example - providing a low/zero interest revolving	Would you be in favor of Downtown Design Recommendations (as opposed to Standards)? Whereas a project does not have to meet the Downtown Design Standards, but if they did so they would qualify for incentives (Example - low/zero interest revolving fund lo	In concept, are you in-favor of a downtown Business Improvement District as presented by the Downtown Design Strategy?	If a BID was created, would you support using a portion of the revenue collected to fund a City of Plymouth Economic Development Director position.
2/3/2023 9:35:22	No	Yes	Yes	Yes
2/7/2023 16:54:53			No	No
2/8/2023 12:40:26			Yes	Yes
2/14/2023 9:00:34	No	Yes	No	No
2/15/2023 9:41:45 NES / Recommendations and low interest loans		Yes	In favor ONLY IF BID MONEY stayed in BID area - not for i	No
2/15/2023 10:56:08	No	Yes	Only if you have a choice to follow your design suggestions	Yes
3/1/2023 12:03:38			Depends on the level of assesment	Yes
3/1/2023 14:07:16	No	No	depends on clearing up vague information in the plan.	depends on clearing up vague information in the plan
3/2/2023 11:48:59	No	No	No	No
3/7/2023 9:57:10	No	Yes	Depends on the level of assesment	No
3/7/2023 10:06:32	No	maybe	maybe... too many factors to list	not sure at this time
3/7/2023 14:43:59	No	Yes	Depends on the level of assesment	No
3/8/2023 11:33:11	Yes	Yes	No	No
3/8/2023 15:00:45	No	Yes	No	not in favor
3/8/2023 15:02:00			No	Yes
3/8/2023 15:03:11			Depends on the level of assesment	No

Downtown Design Strategy - Survey Responses Business/Property Owner Only

	If Implemented, who should cover the costs associated with implementation of the Downtown Design Strategy?	Do you understand the proposed Architectural Design Sub-Committee and Downtown Design Project Review Process as outlined in the Downtown Design Strategy document?	Do you know about the current façade and signage grant program for Downtown property owners?	Please provide any additional comments, questions, and/or concerns:	Would you like a City Staff member to reach out to provide additional clarification regarding the Downtown Design Strategy or something else?
2/3/2023 9:35:22	A future Business Improvement District (Commercial	Yes	Yes		No
2/7/2023 16:54:53	City of Plymouth: Following a ballot referendum gau	Yes	Yes	the city just took back the cheese heritage ce	No
2/8/2023 12:40:26	Combination of funding methods	Yes	Yes	To keep our historic charming downtown inta	No
2/14/2023 9:00:34	No one: City funds should not be used on this proje	Yes	Yes		No
2/15/2023 9:41:45	Not providing input as I am not a propret owner	I understand	Yes		No
2/15/2023 10:56:08	City of Plymouth: Following a ballot referendum gau stand but do not wish for the design etc. to be mar	Yes	Yes	I feel a rigid program such as this will discour	No
3/1/2023 12:03:38	Combination of funding methods	Yes	Yes		No
3/1/2023 14:07:16	depends on clearing up vague information in the pla	No	Yes	Much more discussion needs to happen.	Yes
3/2/2023 11:48:59	City of Plymouth: Via normal budgeting process	I understand, but do not agree	Yes		No
3/7/2023 9:57:10	No one: City funds should not be used on this proje	Yes	Yes		No
3/7/2023 10:06:32	I think it is too much expense no matter where the r	Yes	Yes	I don't think this is a good idea, our country h	No
3/7/2023 14:43:59	City of Plymouth: Following a ballot referendum gau	Yes	Yes		No
3/8/2023 11:33:11	City of Plymouth: Via normal budgeting process	Yes	Yes		No
3/8/2023 15:00:45	City of Plymouth: Via normal budgeting process	Yes	Yes		No
3/8/2023 15:02:00	Combination of funding methods	not answered	Yes		No
3/8/2023 15:03:11	City of Plymouth: Via normal budgeting process	No	No		No

Downtown Design Strategy - Survey Responses All

Timestamp	Property Address:	Are you any of the following:	Have you read the downtown design strategy document or attended the various open house events?	Based on your understanding of the Downtown Design Strategy, are you in favor of the proposed Downtown Design Standards being incorporated into the municipal zoning code as requirements for future developments/redevelopment s for the projects listed above?	What community benefits do you see by incorporating Downtown Design Standards into the municipal zoning code?	If available, would you be interested in seeing incentives to help developments/redevelopments meet the Downtown Design Standards (Example providing a low/zero interest revolving fund loan).
2/3/2023 9:35:22	434 E. Mill	Downtown Property Owner	Yes	No		
2/7/2023 10:08:30	233 north street	Plymouth Resident	Yes	Yes	Attracting higher level of behavior down town, as we	No
2/7/2023 10:09:07	W6381 Aurora Rd	Plymouth Resident	Yes	Yes	More attractive downtown area that will attract more	Yes
2/7/2023 10:58:06	Mill street	Plymouth Resident	Yes	No		
2/7/2023 11:45:45	740 Suhrke rd	Plymouth Resident	Yes	No		
2/7/2023 16:54:53	114 depot road	Downtown Property Owner, Downtown Business Owner	Yes	Yes	creating the continuity of the downtown	have something like this
2/7/2023 20:49:36	405 S Bruns Avenue	Plymouth Resident	Yes	Yes	A cohesive small town feel	Yes
2/7/2023 21:47:05	319 S Milwaukee St	Plymouth Resident	Yes	Yes	An attractive Downtown will attract tourists and impr	Yes
2/8/2023 12:40:26	520 East Mill Street	Downtown Business Owner	Yes	Yes	Our downtown is the heart and historic pride of our d	Yes
2/8/2023 17:38:40	953 Larkspur Rd	Plymouth Resident	Yes	Yes	I believe it will allow for the downtown/touristy area t	Yes
2/14/2023 9:00:34	307 E Mill St. Plymouth	Downtown Business Owner	Yes	No		
2/15/2023 9:41:45	434 E Mill Street	Downtown Business Owner	Yes	No		
2/15/2023 10:56:08	217 E. Mill St.	Downtown Property Owner, Downtown Business Owner, Plymouth Resident	Yes	No		
2/20/2023 9:47:42	NA	Plymouth Resident	Yes	Yes	Economic development in our downtown.	Yes
2/20/2023 10:24:27	Reed St.	Plymouth Resident	Yes	Yes	-Attracting more visitors/clientele - people like to vis	No
2/22/2023 9:32:00	1324 Eastern Ave	Plymouth Resident	Yes	Yes	More visitors and residents will come to Plymouth	Yes
2/27/2023 16:47:21	769 Karasan Ct. Plym	Plymouth Resident	Yes	Yes	A more pleasant viewing experience	No
3/1/2023 12:03:38	213-215 E Mill Street	Downtown Property Owner	Yes	Yes	Continued and Improved Downtown building design	Yes
3/1/2023 14:07:16	215 E. Mill St.	Downtown Business Owner	Yes	No		
3/2/2023 11:48:59	214 E. Mill Street, Plym	Downtown Property Owner, Downtown Business Owner, Plymouth Resident	Yes	No		
3/7/2023 9:57:10	607 Eastern Ave	Downtown Property Owner	Yes	No		
3/7/2023 10:06:32	531 E Mill st	Downtown Property Owner, Downtown Business Owner, Plymouth Resident	Yes	No		
3/7/2023 13:10:17	119 Fond du Lac	Plymouth Resident	No	Yes	Increased tourism/business increased	Yes
3/7/2023 14:43:59	317 e mill st..	Downtown Business Owner, Plymouth Resident	Yes	No		
3/7/2023 16:05:16	730 Davenport Road	Plymouth Resident	Yes	Yes	I see engaging storefronts, attractive landscaping, a	Yes
3/7/2023 16:55:00	W6124 Candlestick Rd	Plymouth Resident	Yes	Yes	Encouraging more pedestrian activity.	Yes
3/8/2023 11:33:11	407 E Mill St	Downtown Property Owner, Downtown Business Owner, Plymouth Resident	Yes	No		
3/8/2023 15:00:45	118 Stafford Street	Downtown Property Owner, Downtown Business Owner	Yes	No		
3/8/2023 15:02:00	220 E Mill St	Downtown Property Owner, Downtown Business Owner	Yes	Yes	Historic integrity, Visually Pleasing	Yes
3/8/2023 15:03:11	622 E Main Street	Downtown Property Owner, Plymouth Resident	Yes	Yes	ok	Yes
3/8/2023 20:54:32	N7462 Summit Rd Ply	Plymouth Resident	Yes	Yes	Increased tourism, new and inspiring businesses ar	Yes

Downtown Design Strategy - Survey Responses All

Timestamp	Why are you opposed to the Downtown Design Standards being incorporated into the municipal zoning code?	If incentives we're available to help projects meet the Downtown Design Standards, would that change your opinion on making the Downtown Design Standards a requirement for development/redevelopment downtown? (Example - providing a low/zero interest revolving fund loan).	Would you be in favor of Downtown Design Recommendations (as opposed to Standards)? Whereas a project <u>does not have to</u> meet the Downtown Design Standards, <u>but if they did so</u> they would qualify for incentives (Example - low/zero interest revolving fund loan).	In concept, are you in-favor of a downtown Business Improvement District as presented by the Downtown Design Strategy?	If a BID was created, would you support using a portion of the revenue collected to fund a City of Plymouth Economic Development Director position.	If Implemented, who should cover the costs associated with implementation of the Downtown Design Strategy?	Do you understand the proposed Architectural Design Sub-Committee and Downtown Design Project Review Process as outlined in the Downtown Design Strategy document?	Do you know about the current façade and signage grant program for Downtown property owners?
2/3/2023 9:35:22	In favor of suggestions/guidelines, not man	No	Yes	Yes	Yes	A future Business Impr	Yes	Yes
2/7/2023 10:08:30				Yes	Yes	Combination of funding	Yes	No
2/7/2023 10:09:07				Depends on the level of asses	Yes	Combination of funding	Yes	No
2/7/2023 10:58:06	Who is going to inforce and at what cost	No	Yes	Depends on the level of asses	No	Combination of funding	No	No
2/7/2023 11:45:45	I don't believe the cost will benefit the shops	No	No	No	No	No one: City funds sho	Yes	Yes
2/7/2023 16:54:53	already?			No	No	City of Plymouth: Follow	Yes	Yes
2/7/2023 20:49:36				Depends on the level of asses	Yes	City of Plymouth: Follow	Yes	Yes
2/7/2023 21:47:05				Depends on the level of asses	Yes	Combination of funding	Yes	No
2/8/2023 12:40:26				Yes	Yes	Combination of funding	Yes	Yes
2/8/2023 17:38:40				Depends on the level of asses	Yes	All property owners in t	Yes	No
2/14/2023 9:00:34	This will increase the property owners taxes	No	Yes	No	No	No one: City funds sho	Yes	Yes
2/15/2023 9:41:45	Do not like 'standards' --- GUIDELINES I am	Recommendations and low ir	Yes	In favor ONLY IF BID MONEY	No	Not providing input as	I understand	Yes
2/15/2023 10:56:08	Because I think that having a cookie cutter	No	Yes	Only if you have a choice to fo	Yes	City of Plymouth: Follow	wish for the design	Yes
2/20/2023 9:47:42				Depends on the level of asses	Yes	Combination of funding	Yes	Yes
2/20/2023 10:24:27				Still don't understand BIDs	possibly	Combination of funding	Yes	No
2/22/2023 9:32:00				Depends on the level of asses	Yes	Combination of funding	Yes	Yes
2/27/2023 16:47:21				No	No	City of Plymouth: Follow	Yes	No
3/1/2023 12:03:38				Depends on the level of asses	Yes	Combination of funding	Yes	Yes
3/1/2023 14:07:16	We're concerned about the diversity to the d	No	No	depends on clearing up vague	clearing up vague informa	depends on clearing up	No	Yes
3/2/2023 11:48:59	I am not in favor of the uniformity. It might k	No	No	No	No	City of Plymouth: Via n	erstand, but do not	Yes
3/7/2023 9:57:10	I am in one of the oldest buildings in town a	No	Yes	Depends on the level of asses	No	No one: City funds sho	Yes	Yes
3/7/2023 10:06:32	Because we live in America and I believe it	No	maybe	maybe... too many factors to	not sure at this time	I think it is too much ex	Yes	Yes
3/7/2023 13:10:17				Depends on the level of asses	Yes	Combination of funding	Yes	No
3/7/2023 14:43:59	Don't fix it if it isn't broke	No	Yes	Depends on the level of asses	No	City of Plymouth: Follow	Yes	Yes
3/7/2023 16:05:16				Yes	Yes	City of Plymouth: Via n	Yes	Yes
3/7/2023 16:55:00				Yes	Yes	City of Plymouth: Via n	Yes	Yes
3/8/2023 11:33:11	Very vague rules with additional standards c	Yes	Yes	No	No	City of Plymouth: Via n	Yes	Yes
3/8/2023 15:00:45	needs to be modified	No	Yes	No	not in favor	City of Plymouth: Via n	Yes	Yes
3/8/2023 15:02:00				No	Yes	Combination of funding	not answered	Yes
3/8/2023 15:03:11				Depends on the level of asses	No	City of Plymouth: Via n	No	No
3/8/2023 20:54:32				Yes	Yes	Combination of funding	Yes	Yes

Downtown Design Strategy - Survey Responses All

Timestamp	Please provide any additional comments, questions, and/or concerns:	Would you like a City Staff member to reach out to provide additional clarification regarding the Downtown Design Strategy or something else?
2/3/2023 9:35:22		No
2/7/2023 10:08:30		No
2/7/2023 10:09:07		No
2/7/2023 10:58:06		No
2/7/2023 11:45:45	This is not a well th	No
2/7/2023 16:54:53	the city just took ba	No
2/7/2023 20:49:36		No
2/7/2023 21:47:05		No
2/8/2023 12:40:26	To keep our histori	No
2/8/2023 17:38:40	What ever happen	No
2/14/2023 9:00:34		No
2/15/2023 9:41:45		No
2/15/2023 10:56:08	I feel a rigid progra	No
2/20/2023 9:47:42		No
2/20/2023 10:24:27		No
2/22/2023 9:32:00		No
2/27/2023 16:47:21		No
3/1/2023 12:03:38		No
3/1/2023 14:07:16	Much more discuss	Yes
3/2/2023 11:48:59		No
3/7/2023 9:57:10		No
3/7/2023 10:06:32	I don't think this is a	No
3/7/2023 13:10:17		No
3/7/2023 14:43:59		No
3/7/2023 16:05:16		No
3/7/2023 16:55:00		No
3/8/2023 11:33:11		No
3/8/2023 15:00:45		No
3/8/2023 15:02:00		No
3/8/2023 15:03:11		No
3/8/2023 20:54:32	I am very much in	Yes