

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, OCTOBER 31, 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, October 10, 2023**
 - B. Approve City and Utility Reports:**
 - I. Electric, Water and Sewer Sales Report – September 2023**
 - II. Utility Related Write Offs for October - \$1,997.75**
 - C. Minutes acknowledged for filing – Plan Commission: October 5 – Finance and Personnel Committee: October 10 – Revolving Loan Committee: October 10**
 - D. Approve Temporary “Class B” and Class “B” Alcohol License for Plymouth Historical Society – Wine & Cheese Evening: “A Christmas Fundraiser”, to be held at 420 E Mill St. on November 16, 2023 at 4 PM – 8 PM.**
- 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. New Business:**
 - A. Recognition for Assistant Fire Chief Rory Beebe – Fire Chief Ryan Pafford**
 - B. Approval of Revolving Loan Klips and Tips Term Sheet – City Administrator / Utilities Manager, Tim Blakeslee**
 - C. Appoint Jim Droste to Plan Commission – Mayor Appoints**
 - D. Appoint John Nelson to Redevelopment Authority – Mayor Appoints, Council Confirms**
 - E. Approve Rescinded Taxes for 20 Suhrke Rd (59271818753) for 2019, 2020, and 2021 – Clerk/Deputy Treasurer Anna Voigt**
 - F. Announce Public Hearing to be held at Common Council Tuesday, November 14, 2023 at 7:00 PM in Room 302 at City Hall, 128 Smith Street, Plymouth, WI regarding the proposed 2024 Budget followed by consideration of adoption of the 2024 Budget – Mayor Pohlman**

- 7. Entertain a motion to go into closed session for the following:**
Pursuant to Wis. Stat. 19.85(1)(g) conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding claim from Leichtle
- 8. Entertain a motion to go into open session**
- 9. Discussion and possible action on closed session item**
- 10. Adjourn to 7:00 PM on Tuesday, November 14, 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, OCTOBER 10, 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 the call of the roll, the following Alderpersons were present: Greg Hildebrand, Angie Matzdorf, Dave Herrmann, Diane Gilson, Mike Penkwitz, Jeff Tauscheck, Bob Schilsky, and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works Cathy Austin, Police Chief Ken Ruggles, and 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 Herrmann/Nelson to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, September 26, 2023**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 9/1/23 – 9/30/23**
 - C. **Minutes acknowledged for filing – Public Works and Utility Committee: September 26 – Finance and Personnel Committee: September 26 – Room Tax Commission: September 20 – Library Board: September 11 – Housing Authority: October 5**
 - D. **Building Report for September 2023 – 38 permits at \$1,552,228.00**
 - E. **Approve Application for Public Event: Trunk or Treat, Stayer Park Parking Lot, October 29, 2023.**
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. **Proclamation:**

- A. Recognition of White Cane Safety Day in the City of Plymouth**
October 15, 2023 – Mayor Pohlman recognized White Cane Safety Day on October 15 in the City of Plymouth.

7. New Business:

- A. Discussion and Possible Action on 2023-2026 Strategic Plan – City**
Administrator/Utilities Manager Blakeslee explained that the strategic plan was identified as a priority in his work plan. Strategic planning, at its core, is establishing a clear direction forward for the organization in alignment with its mission and core values. Motion was made by Penkwitz/Nelson to adopt the 2023-2026 Strategic Plan. Upon the call of the roll, 1 nay 7 ayes. Motion carried.

- 8. Entertain a motion to go into closed session for the following:** Motion was made by Hildebrand/Gilson to go into closed session. Upon the call of the roll, all voted aye. Motion carried.

Pursuant to Wis. Stat. 19.85(1)(c) considering employments, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding 2024 employee compensation and Finance Director position.

AND

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

- 9. Entertain a motion to go into open session:** Motion was made by Hildebrand/Matzdorf to go into open session. Upon the call of the roll, all voted aye. Motion carried.
- 10. Discussion and possible action on closed session item:** No action was taken.
- 11. Adjourn to 7:00 PM on Tuesday, October 31, 2023:** Motion was made by Gilson/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

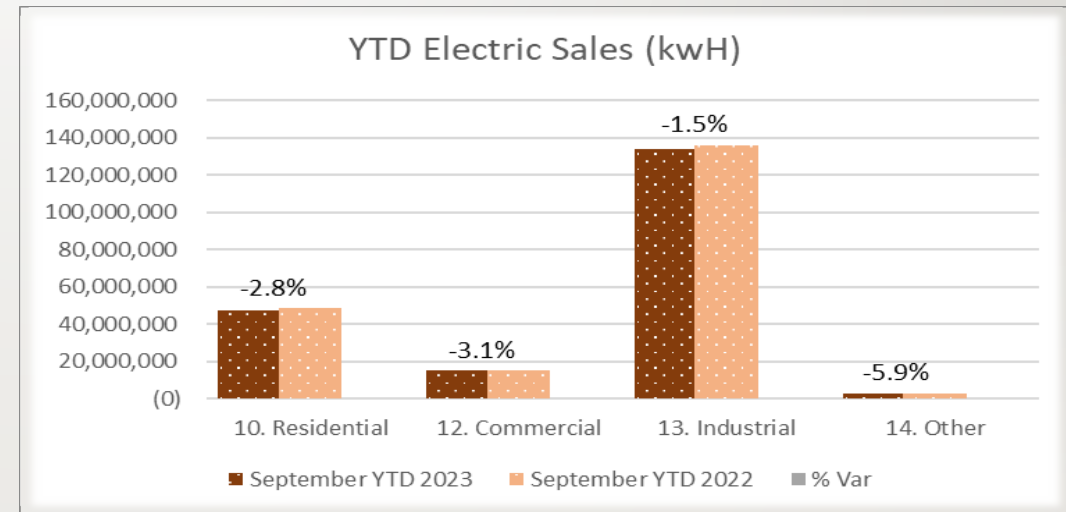
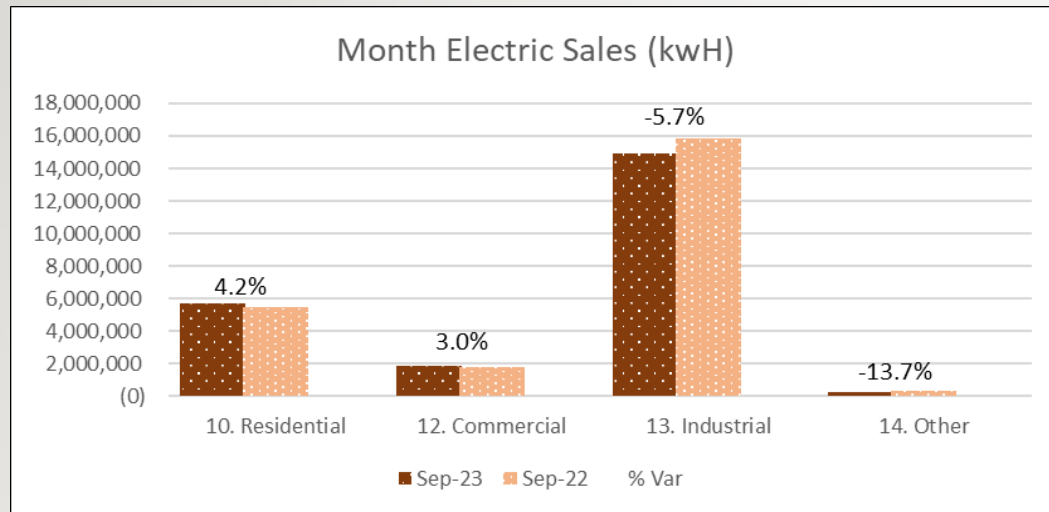


Plymouth Utilities

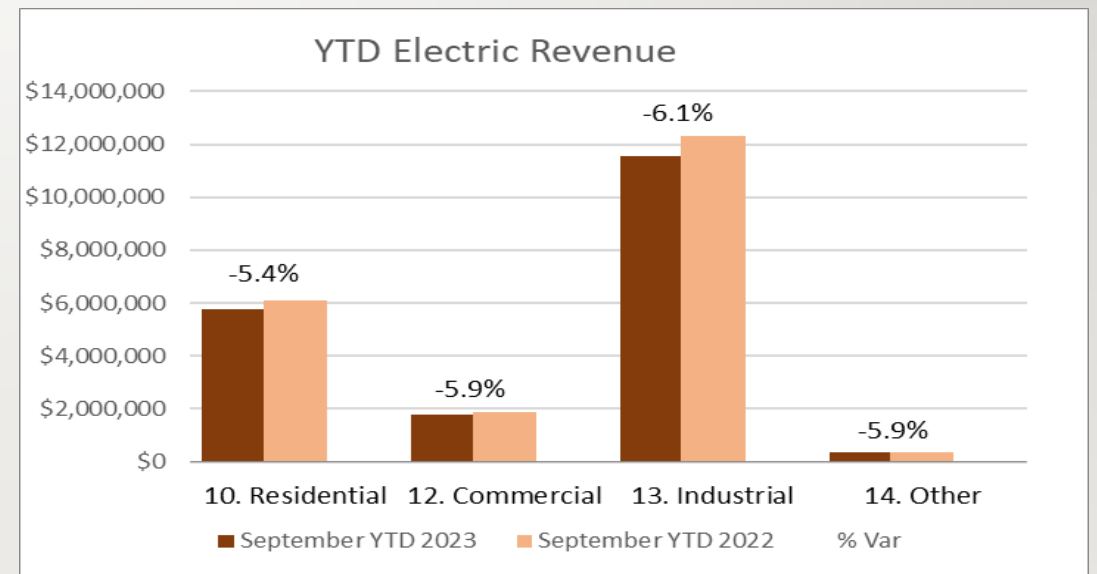
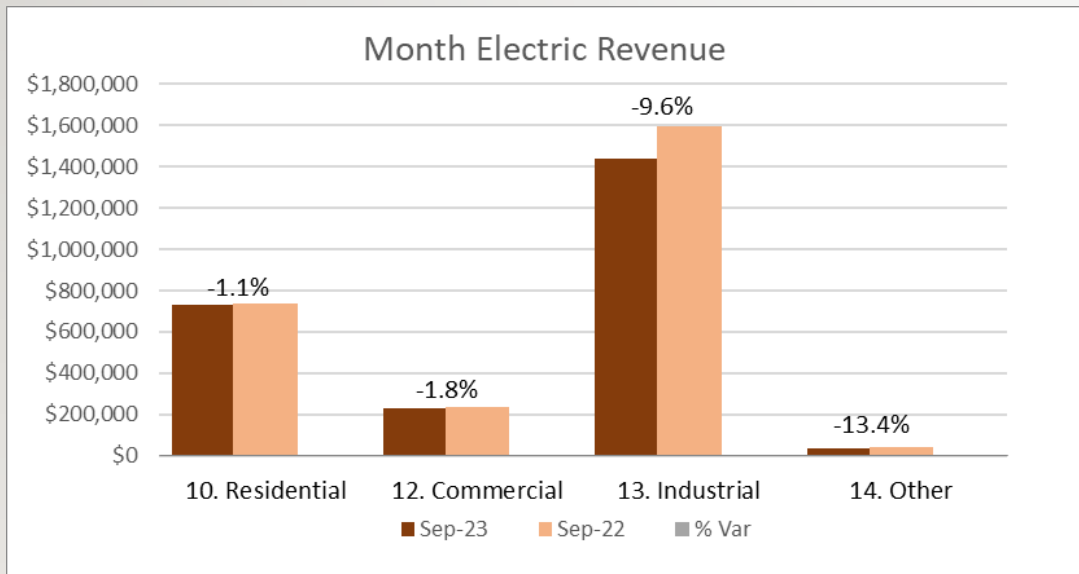
SEPTEMBER 2023

SALES & REVENUE

September 2023 Electric Sales

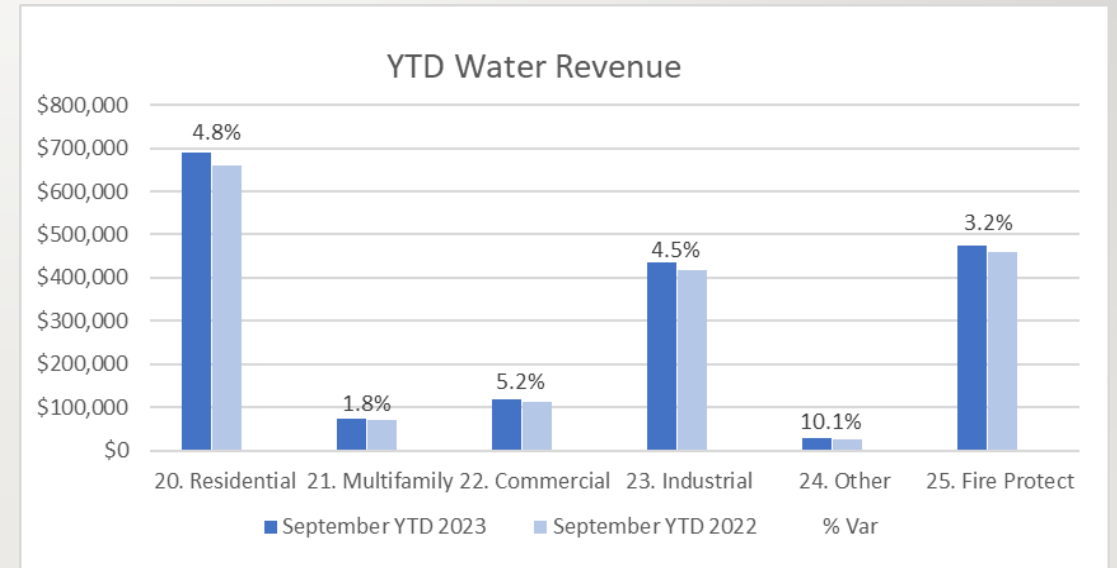
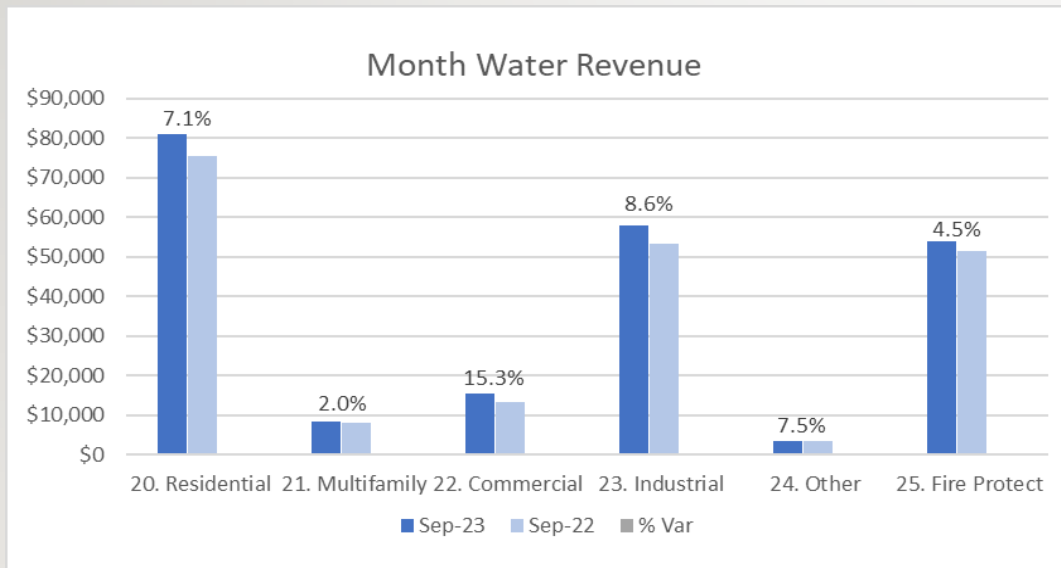


September 2023 Electric Revenue



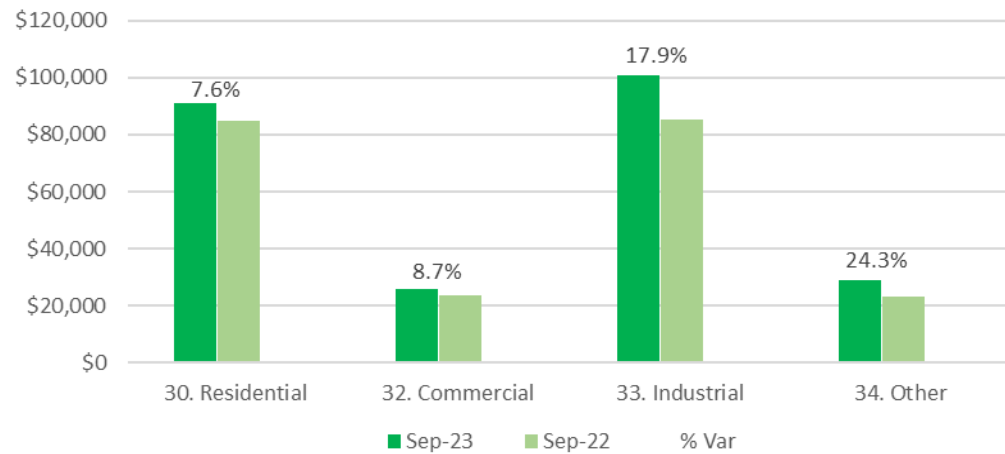
Overall sales are down from 2022 as a result of reduced PCAC rates. In turn, Purchase Power expense will be down.

September 2023 Water Revenue

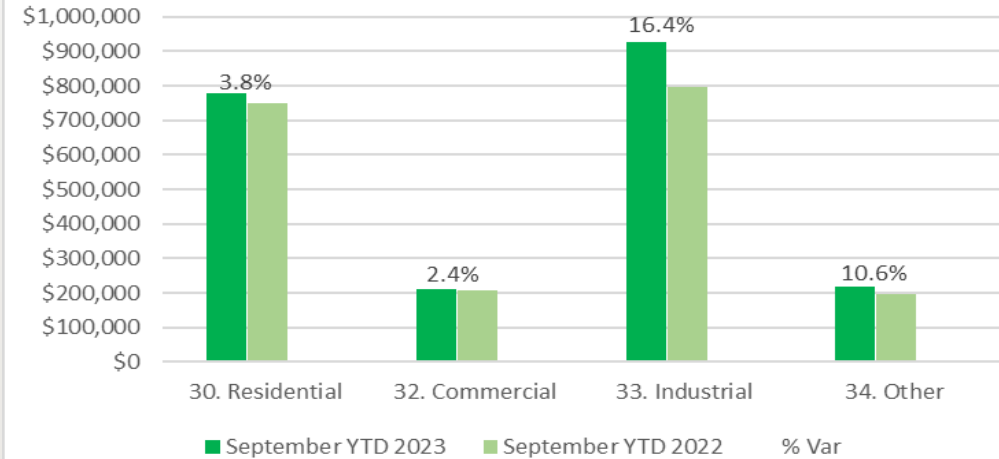


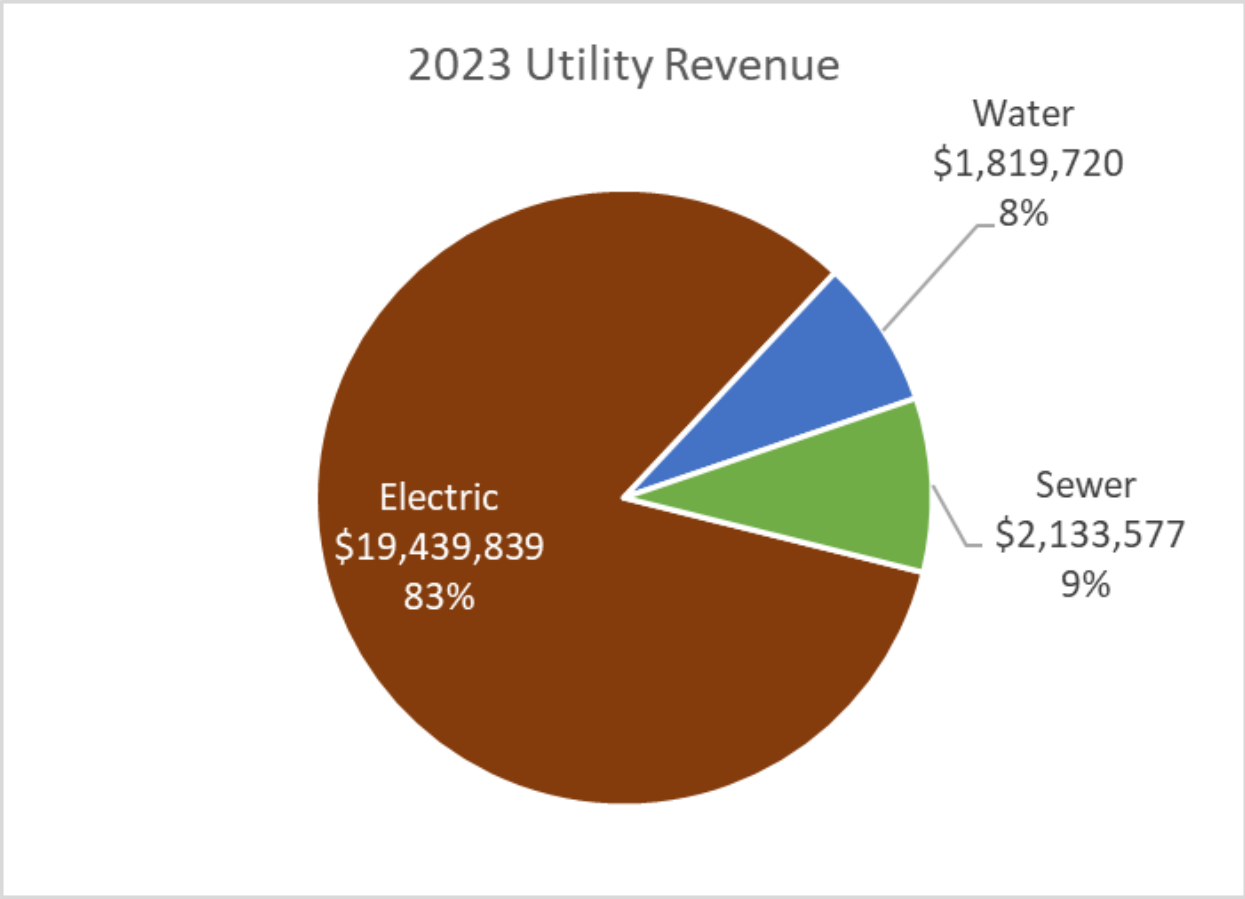
September 2023 Sewer Revenue

Month Sewer Revenue



YTD Sewer Revenue





Report Criteria:

Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Write Off									
10/17/2023									
BUCHANAN, SANDRIA	6.88.36366.28	Write	1	WRITE-OFF SDC			204.23-	M	Multiple
CASTONIA, AARON	18.87.31719.18	Write	2	WRITE-OFF SDC			108.83-	M	Multiple
CHRISTENSEN, MIKALA	6.87.54603.29	Write	3	WRITE-OFF SDC			252.00-	M	Multiple
DECKERT, JESSICA	16.87.04971.05	Write	4	WRITE-OFF SDC			483.50-	M	Multiple
EDINGTON, KENNETH	6.88.24277.16	Write	5	WRITE-OFF SDC			73.92-	M	Multiple
GARRETT, DAYNA	12.87.45030.08	Write	6	WRITE-OFF SDC			223.98-	M	Multiple
KEARIN, JANYLAH	18.87.16838.23	Write	7	WRITE-OFF SDC			106.48-	M	Multiple
KLOSKE, CHRISTIAN	18.87.68701.17	Write	8	WRITE-OFF SDC			119.70-	M	Multiple
LEVEQUE, MATT	11.88.42876.23	Write	9	WRITE-OFF SDC			131.47-	M	Multiple
LOOMIS, VANESSA	17.88.22220.27	Write	10	WRITE-OFF SDC			202.41-	M	Multiple
SCHUTTEY, JOAN	11.88.28922.10	Write	11	WRITE-OFF SDC			91.23-	M	Multiple
Total 10/17/2023:							1,997.75-		
Total Write Off:							1,997.75-		
Grand Totals:							1,997.75-		

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



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

October 5, 2023

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

Absent: Jeremy Schellin, Ron Nicolaus

Staff Present; Administrator Tim Blakeslee

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

- 1.) Approval of Minutes from September 7, 2023 Motion to approve the minutes was made by member O'Malley, and seconded by Hildebrand. On the roll all voted aye to approve.
- 2.) **Site Plan Seeking Approval; 1415 Pilgrim Road**, dba CertainTeed Ceilings: Brent Evans from CertainTeed and Jon Liliquist from Quasius Construction, were present to answer questions. Evans explained what they were seeking to do. A drive is being planned to connect the south loading dock to the east trailer parking area. This will relieve the truck traffic through the employee parking area(s). Pohlman inquired as to the zoning, which is HI, Heavy Industry. Scheuerman stated that within the ordinance allows gravel surfaces in this Zone. Evans stated the drive would be 30 feet wide. Pohlman expressed concern as to the topography, and Liliquist responded that the area was relatively "level" as both ends of the proposed drive are at the same elevation. Motion to approve made by Hildebrand and seconded by Schwoerer. On the roll all voted yes to pass.
- 3.) **Communication – Letters, E-mails, or reports Related to the Plan Commission.** Scheuerman shared with the Commission that he was looking to put together a proposal on increasing the allowable square footage for accessory use in the residential setting. Currently a dwelling was permitted, after reducing the garage size. The dwelling is over 4500 sq. ft. and they now can't have any more storage, as in a garden shed.

Motion to adjourn made by Hildebrand, and seconded by O'Malley

UNOFFICIAL MINUTES

FINANCE & PERSONNEL COMMITTEE OF THE PLYMOUTH COMMON COUNCIL

TUESDAY OCTOBER 10, 2023

- 1. Call to order and roll call:** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:30 PM. On call of the roll, the following members were present: Mayor Pohlman, John Nelson, Jeff Tauscheck, Greg Hildebrand, and Mike Penkwitz. Also present were: Alder. Angie Matzdorf, Alder. Dave Herrmann, Alder, Diane Gilson, City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works Cathy Austin, Police Chief Ken Ruggles, and Clerk/Deputy Treasurer Anna Voigt.
- 2. Approval of meeting minutes for September 26, 2023 meeting:** Motion was made by Tauscheck/Penkowitz to approve the minutes from September 26. A unanimous aye vote was cast. Motion carried.
- 3. 2024 Budget Work Session – Utility Operating and Capital:** City Administrator/Utilities Manager Blakeslee gave an update from prior work sessions. He presented the proposed Operating and Capital budget for the Utilities. Electric Utility rate increase is planned for 24/25. Users may still see an increase in their power bill due to purchased power cost increases. This is a passthrough cost for the Utility. A larger expense in 2024 is part of the substation work and on-going electric line move/rebuild/replace program.
- 4. Adjournment:** Motion was made by Pohlman/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

CITY OF PLYMOUTH
Revolving Loan Committee Meeting
Tuesday, October 10, 2023

MEETING MINUTES

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

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

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

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

Date Paid: 10/25/23 Receipt No. 6.004566

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 11-16-23 and ending 11-16-23 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 Historical Society

(b) Address 420 E. Mill Street, Plymouth WI 53073
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 1990

(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 Daniel Buckman

Vice President Susan Phelps

Secretary Pam Palmer

Treasurer Jon Scott

(g) Name and address of manager or person in charge of affair: and phone number:

Angelique Matzdorf, 920-912-1587

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 420 E. Mill St.

(b) Lot _____ Block _____

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

(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 _____ No X

3. Name of Event

(a) List name of the event Wine + Cheese Evening: "A Christmas Fundraiser"

(b) Dates of event and times of event: 11-16-23, 4-8pm

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 D Buckman
(Signature/date)

Officer Jon Scott
(Signature/date)

Date Filed with Clerk 10/25/23

Date Granted by Council _____

Plymouth Historical Society
(Name of Organization)

Officer Lush M. Shukri
(Signature/date)

Officer Margaret B. Stalman
(Signature/date)

Date Reported to Council or Board _____

License No. _____

Certificate of Insurance, if required, received 10/25/23, 2



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Suhrke Insurance Agency, LLC 1215 Eastern Avenue, P O Box 257 Plymouth, WI 53073	CONTACT NAME: PHONE (A/C, No, Ext): (920)893-8108 E-MAIL: mary.suhrke@suhrke.com ADDRESS: mary.suhrke@suhrke.com	FAX (A/C, No): (920)892-2821
INSURED	PLYMOUTH HISTORICAL SOCIETY PO BOX 415 PLYMOUTH, WI 53073-0415	INSURER(S) AFFORDING COVERAGE INSURER A: AUTO-OWNERS INSURANCE INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 61190

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			61254823-22	11-16-2022	11-16-2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE FOR SERVING LIQUOR

CERTIFICATE HOLDER

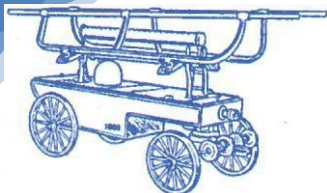
CANCELLATION

CITY OF PLYMOUTH
AVOIGT@PLYMOUTHGOV.COM
PO BOX 107
PLYMOUTH, WI 53073

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

MMS



**Assistant Chief Rory Beebe Selected
as the 27th District First Responder of the Year**

Plymouth, Wisconsin, October 16, 2023: Representative Amy Binsfeld, R- Sheboygan, who represents the 27th Assembly District has selected Assistant Chief Rory Beebe as the First Responder of the Year for the 27th Assembly District.

Assistant Chief Rory Beebe has served Plymouth and the surrounding areas since 1980. He began his career as an EMT for Plymouth Ambulance Service. Two years later he would join the Plymouth Fire Department and since that time, Rory has been a staple not only in our community but also in our region.

Throughout his time with Plymouth Fire, Rory has held various positions ranging from responder to instructor. He has trained a significant number of Emergency Medical Responders, Emergency Medical Technicians, and Advanced Emergency Medical Technicians in our area. Additionally, Rory has provided CPR training to many people throughout the region. One of his recent achievements was being a key player in planning a mass casualty drill at the Sheboygan County Fairgrounds. This event helped in training responders to deal with large numbers of casualties in case of an emergency. These are just a few examples of what sets Assistant Chief Beebe apart from others. If there is anyone in the area who embodies the spirit of public service, it is Rory.

Ryan Pafford
Fire Chief
City of Plymouth

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: October 25, 2023
TO: Mayor and Common Council
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Revolving Loan Fund (RLF) Loan Request from Klips and Tips

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

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

Request: Applicant Terri Hollister submitted a loan application in September of 2023. The loan request is for Klips and Tips (a beauty salon) which purchased a new location on Eastern Ave. and completed renovations to the building.

Request Summary:

1. Total Project Cost: \$433,534.33
2. RLF Request: \$93,674.33 (21.6% of project funding)
3. Private Bank Financing: \$256,000.00
4. Company/Investor Financing: \$83,860.00

Uses of funds:

1. Building: \$320,000.00
2. Renovations: \$113,534.33

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

- 5-year loan with balloon payment in year 5
- 10-year amortization schedule
- Year 1-2 Interest rate at 3.75 (Rate half of mortgage interest rate).
- Years 3-5 Interest Rate increase 1 per year (capped at 2 points over prime).
- Year 5 Balloon Payment
- Personal Guarantee – Required
- Second Position Mortgage - Required
- Collateral – Business Assets

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

Attachments:

1. Term Sheet
2. Loan Application

Klips and Tips, LLC and 8 Pink Socks, LLC

Revolving Loan Request – Term Sheet

The Project: The loan request is for Klips and Tips, a beauty salon, that purchased a new location on Eastern Ave. and completed renovations to the building.

Request Summary:

1. Total Project Cost: \$433,534.33
2. RLF Request: \$93,674.33 (21.6% of project funding)
3. Private Bank Financing: \$256,000.00
4. Company/Investor Financing: \$83,860.00

Uses of funds:

1. Building: \$320,000.00
2. Renovations: \$113,534.33

The RLF Committee has recommended the following by unanimous vote:

- Name of Borrower: Klips and Tips, LLC and 8 Pink Socks, LLC
- RLF loan: \$93,674.33
- Interest Rate: Variable
 - Year 1-2 Interest rate at 3.75 (Rate half of Klips and Tips mortgage).
 - Year 4 Interest rate at 4.75 (Capped at 2 points over prime – Wall Street Journal).
 - Year 5 Interest rate at 5.75 (Capped at 2 points over prime – Wall Street Journal).
- Term:
 - 5-year loan with balloon payment in year 5.
 - 10-year amortization schedule
 - Interest and principal is to be paid monthly over the balance of the term
 - No prepayment penalty.
- Collateral:
 - Personal and Corporate Guaranties
 - Personal Guaranty: Terri Hollister and Corporate Guaranty: none
 - Subordinate general business security interest to Wisconsin Bank and Trust on all business assets pursuant to a General Business Security Agreement
 - Second Position Mortgage to Wisconsin Bank and Trust on the building at 1209 Eastern Ave.
- Conditions: RLF Manual Conditions



Wisconsin's Heartland... On the Grow

REVOLVING LOAN FUND APPLICATION

SECTION I-APPLICANT INFORMATION

Legal Entity: ☐ C Corp ☐ Corp ☒ LLC ☐ LLP ☐ Partnership ☐ Sole Proprietor

☐ Nonprofit (Attach copies of IRS documents showing acceptance of Federal Tax Exempt Status)

Legal Name (as it appears on W-9 or IRS filings for non-profit): TERRI LYNN BEUCHER HOLLISTER

Trade Name: KIIPS & TIPS LLC

Mailing Address: 1209 EASTERN AVE

City, State, Zip: PLYMOUTH, WI 53073

FEIN: 90-0827284
(Federal Employee Identification Number - Tax ID or Social Sec. #)

State of Organization (Per Articles of Incorporation/Organization):

Date Established: April 29, 2012

WISCONSIN

Foreign Owned: ☐ Yes ☒ No If Yes: Country:

Percent of Ownership: 100 %

Fiscal Year End Date (MM/DD): 12/31

Primary Product or Service: SALON

Website URL: KIIPSNTIPS.COM

Phone (Head of Organization): 920-838-1716

Head of Organization: TERRI HOLLISTER

Title: OWNER 920-627-4247 SALON

Email: terrihollister5@gmail.com

Check box if W-9 is attached to the application ☐

Check Marital Status: Married ☒ Unmarried ☐

If Married, Spouse Name: HUGH HOLLISTER

CONTACTS

Application Project Contact: TERRI HOLLISTER

Title: OWNER

Email: terrihollister5@gmail.com

Company: KIIPS & TIPS

Phone: 920-838-1716

Mailing Address: 1209 EASTERN AVE

City, State, Zip: PLYMOUTH, WI 53073

PLYMOUTH, WI 53073

Company Financial Contact: TERRI HOLLISTER

Title: OWNER

Email: TERRI HOLLISTER 5@gmail.com

Company: KIIPS & TIPS

Phone: 920-838-1716

Mailing Address: 1209 EASTERN AVE

City, State, Zip: PLYMOUTH, WI 53073

DEMOGRAPHICS (Please check all that apply)

Is the business/organization -

Minority Business Enterprise:

☐ Yes ☒ No

Woman Business Enterprise:

☒ Yes ☐ No

Veteran Business Enterprise:

☐ Yes ☒ No

Service-Disabled Veteran-Owned Business Enterprise:

☐ Yes ☒ No

SECTION II-EMPLOYMENT

CURRENT EMPLOYMENT

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

Total Company Employment: 6	Total County Employment: 5	
Total Company Full Time Employment: 3		
Number of hours annually considered full time employment and eligible for benefits: 32		
Number of hours average full time employee works: 32		
Enter the physical address of each Wisconsin facility of the Applicant Entity and related entities, as well as any other entities housed at the project site(s). Include number of full-time employees (i.e., persons employed directly by the company, not a temp agency).		
Address (Street, City, Zip): If the employee works remotely, please list the address of payroll site	Project Location:	Number of Full Time Employees:
1209 EASTERN AVE, PLYMOUTH, WI	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	3
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employment data as of: June 13, 2023		

SECTION III - BENEFIT INFORMATION

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

SECTION IV - OWNERSHIP INFORMATION

OWNERSHIP BREAKDOWN

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

Full Legal Name (first, middle if applicable, last):	Date of Birth (mm/yyyy):	Email Address:	Ownership %
1. TERRI LYNN BEULHER-HOLLISTER	12/1961	terri.hollister5@gmail.com	100 %
2.			%
3.			%
4.			%
5.			%
All Others:			%
Total:			100%
Notes:			

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

SECTION V - INFORMATION ON LEGAL PROCEEDINGS

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

PROJECT INFORMATION

Project Location: ☒ City ☐ Town ☐ Village of:

Project Street Address: 1209 EASTERN Ave, PLYMOUTH, WI 53073

Project Start Date: June 13, 2023

Project End Date: August 31, 2023

☒ Detailed Project Description:

Building Renovation

Updated to 93,674.33

APPROX RLF Request 95,000

Project Cost:	\$ 433,866	Non RLF Funding:	\$ -338,860
Total Employment:	433,534.33	Location Employment:	Updated to 339,860
Jobs to be created:		Jobs to be retained:	1

SOURCES AND USES OF FUNDS

Uses	Bank	Other mg	RLF	Total
PLUMBING			17,500 ✓	17,500 ✓
ELECTRIC			23,890 ✓	23,890 ✓
HVAC			20,866 ✓	20,866 ✓
Roofing		19,860 mg		19,860 ✓
Contractor			15,475 ✓	15,475 ✓
Lighting				
Flooring				
Daywall + All Supplies				
Marshall Sign		1,000 - mg		
Building 1209 EASTERN	256 K	64 mg		320 K
See other side for TOTAL				
			Totals: 11,668.33	

COLLATERAL	Present Market Value	Balance
Land & Building 1209 EASTERN Ave	\$ 420,000	\$ 256 K
Machinery and Equipment	\$ 25K	\$ 20K
Accounts Receivable	\$ 0	\$ 0
Other: Personal Home	\$ 450K	\$ 70K
Other:	\$	\$
Total:	\$ 895K	\$ 346,000 ✓

INDEBTEDNESS

To Whom Payable	Present balance	Int Rate	Maturity Date	Payment	Security
WISC BANK + TRUST	250K	7.5 years	6-13-2033	\$	BIDA
(1209 EASTERN)		then adjustable		\$	
WISC BANK + TRUST	70K	3.15	2027	\$ 1500 ✓	Home
Home				\$	

Amounts should correspond with the most recent interim financial statement.

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: October 25, 2023

TO: Mayor and Common Council,

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: Appointment of Jim Droste to the Plan Commission

Background:

In August, Scott Van Norwich stepped down from Plan Commission. Mayor Pohlman is appointing Jim Droste to fill the vacancy.

Recommendation:

No council action needed, Mayoral appointment per code.

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

DATE: October 25, 2023

TO: Mayor and Common Council,

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: Appointment of John Nelson to Redevelopment Authority

Background:

Alderperson John Nelson's term is up for Redevelopment Authority. John is serving on the committee as the member of Council.

Recommendation:

Staff recommends Council approves Mayor appointment of John Nelson to the Redevelopment Authority.

City of Plymouth
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Plymouth, WI 53073-0107



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

DATE: October 25, 2023
TO: Mayor and Common Council
FROM: Anna Voigt, Clerk / Deputy Treasurer
RE: Rescinded Taxes for 20 Suhrke Rd (59271818753) for 2019, 2020, and 2021

Background: In December 2022, the owners of 20 Suhrke Rd contacted the County Treasurer about an error in their property assessment. 20 Suhrke Rd is part of a condo and was assessed the same as the other side of their building (18 Suhrke Rd). The owners stated their side is 2 bedrooms, 2 baths with an unfinished basement compared to 18 Suhrke Rd that has 3 bedrooms, 2 baths and a finished basement. The Assessor and County Treasurer agreed the property wasn't assessed properly.

According to the Department of Revenue the municipality should go back to a maximum of 5 years for tax corrections. As a result, tax years 2019, 2020, and 2021 need to be corrected. The values for 2022 and 2023 are correct.

The total assessment for 2019, 2020 and 2021 should have had a total of \$189,400 per year which is \$15,600 less than the \$205,000 per year originally reported on the roll.

The break out for the refund per year is below:

2019	\$332.53
2020	\$332.75
2021	\$335.36
Total	\$1,000.64

Recommendation: Staff recommends refunding 2019, 2020, and 2021 taxes for parcel 59271818753 in the amount of \$1,000.64