

CITY OF PLYMOUTH, WISCONSIN
FRIDAY, JUNE 27, 2023 COMMITTEE OF THE WHOLE MEETING

OFFICIAL MINUTES

1. **Call to order and roll call:** Mayor Pohlman called the meeting to order at 5:30 PM. On call of the roll the following were present: Greg Hildebrand, Jeff Tauscheck, Dave Herrmann, Angie Matzdorf, Diane Gilson, Mike Penkwitz, Bob Schilsky, and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, Director of Public Works Cathy Austin, Fire Chief Ryan Pafford, IT Director Dave Augustin, HR Specialist Leah Federwisch, Electrical Operations Manager Ryan Roehrborn, Interim Finance Director Chris Russo and Clerk/Deputy Treasurer Anna Voigt.
2. **Approve the minutes from March 28, 2023:** Motion was made by Matzdorf/Penkwitz to approve the minutes from March 28, 2023. A unanimous aye vote was cast. Motion carried.
3. **Conduct Strategic Planning Session #1:** City Administrator/Utilities Manager Blakeslee introduced the project. He explained that the strategic planning is establishing a clear direction forward for the organization in alignment with its mission and core values. Cory Plasch from CP Squared Consulting lead the planning session. Plasch reviewed stakeholder feedback, Environmental Scan, Financial Review, and Organizational Profile.
4. **Discussion of Revolving Loan Fund (RLF) Program and RDA Project Plan #3:** City Administrator/Utilities Manager Blakeslee explained that the Revolving Loan Fund (RLF) has gone defunct as a result of changes in state/federal guidelines. In 2019, the City was notified that it was not subject to the restriction of the CBGD-CLOSE program and as a result has discretion for the use of the fund in the RLF. There is currently \$1 million available for loans. Blakeslee explained that Wis. Stat. provides authority to a City to make loans for certain purposes. An RLF program is not specifically identified as one of those purposes. As a result, the City requests the RDA host the program, with the program being funded and managed by the City. Hildebrand asked if the loans will have an interest rate. Blakeslee responded that the loans will have an interest rate. Its usually a little bit lower than the banks. Penkwitz asked how new businesses will be notified about this program. Blakeslee stated the City will help let business know through building inspection and the website and hopefully word of mouth will also help. There were a few questions about the approval process. Blakeslee explained that once an application is submitted it will go to the RLF committee, the RLF committee will recommend it to the Council, and the RDA will administer the loan.
5. **Adjourn:** Motion was made by Hildebrand/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.