

**CITY OF PLYMOUTH
PLYMOUTH REDEVELOPMENT AUTHORITY
CITY OF PLYMOUTH, WISCONSIN**

THURSDAY JANUARY 6, 2022

Meeting Minutes

- 1. Call to order and roll call:** Chairman Gentine called the meeting to order at 7:30 AM. Members present were Lee Gentine, Donna Hahn, John Nelson, Randy Schwoerer, Ken Pannier, and Ronna O'Toole. City Clerk Anna Voigt, and Interim City Administrator / Utilities Manager Cathy Austin were also in attendance.
- 2. Approval of Agenda (Items can only be deleted):** Hahn moved to approve the agenda; Schwoerer seconded. Motion carries.
- 3. Approval of Meeting Minutes from the September 28, 2021 meeting:** Schwoerer moved to approve the minutes; Hahn seconded. Motion carries.
- 4. Update on Cheese Counter Manager:** Gentine explained that in December they had a qualified candidate with a formal offer, but the candidate turned down the offer. The 2nd candidate also turned down an offer. Gentine stated that HR posted the job posting again and will wait to get applications.
- 5. Update on Downtown Design Standards & Guidelines:** Interim City Administrator/Utilities Manager Austin stated that the City's point of contact at Bay Lakes has left the company. The city has been assigned a new point of contact. The plan was to hold a Downtown Design Guidelines Ad Hoc meeting with local businesses in January. That will probably have to move to February and have a meeting in January introducing the new point of contact.
- 6. Discussion and Possible Action Regarding Elevator Maintenance Agreement for 133 E Mill St. :** Interim City Administrator/Utilities Manager Austin explained that there is currently not a contract for elevator maintenance at the Cheese Counter. Austin stated that she got three quotes. One is \$24,000 and the other two are half the price. Pannier stated that he has worked somewhere that went through the same process and it ended up paying off. Pannier suggested looking into how much is spent on the maintenance and if it's worth it. Interim City Administrator/Utilities Manager Austin would look at the contracts and come back with the best one.
- 7. Discussion and Possible Action on wage increase for Cheese Counter Guest Ambassadors:** Interim City Administrator/Utilities Manager Austin explained that there currently the Cheese Counter Guest Ambassadors make \$9 an hour. There are 4 full time employees. Staff is looking to increase the wage \$1 to \$10 an hour. Motion was made by Nelson/Hahn to increase the Cheese Counter Guest Ambassadors to \$10. A unanimous ay vote was cast. Motion carries.

- 8. Communication – Letters, E-mails, or Reports Related to the Redevelopment Authority (Staff, Chairperson, Members etc.)** Schwoerer stated that he has the façade estimate for Cozy Bar and will submit it to Austin. Schwoerer asked if a parking map could be updated in the Chamber guide. Hauser stated the city takes care of that map. Austin stated she just heard about the map and will work to update it for the Chamber.

- 9. Adjournment:** Motion was made by Hahn/Schwoerer to adjourn the meeting. A unanimous aye vote was cast. Motion carries.