

MEETING AGENDA
FINANCE & PERSONNEL COMMITTEE OF THE
PLYMOUTH COMMON COUNCIL
COUNCIL CHAMBERS
128 SMITH STREET
CITY OF PLYMOUTH, WISCONSIN
TUESDAY APRIL 25, 2023 @ 6:30 P.M.

Members Present:

____ Mayor Pohlman
____ John Nelson
____ Jeff Tauscheck
____ Greg Hildebrand
____ Mike Penkwitz

Staff:

____ Tim Blakeslee
____ Anna Voigt

Other:

1. Call to order and roll call.
2. Approval of meeting minutes for March 14, 2023 meeting
3. Appoint a Chairperson
4. Discussion and Recommendation regarding revisions to the transient merchant requirements related to farmer market events.
5. Adjournment

It is possible that members of and possibly 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.

UNOFFICIAL MINUTES

FINANCE & PERSONNEL COMMITTEE OF THE PLYMOUTH COMMON COUNCIL

TUESDAY MARCH 14, 2023

- 1. Call to order and roll call:** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:45 PM. On call of the roll, the following members were present: Mayor Pohlman, John Nelson, Amy Odekirk and Mike Penkwitz. Also present were: Alder. Angie Matzdorf, Alder. Charlie Hansen, Alder. Diane Gilson, Alder. Bob Schilsky, City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works Cathy Austin, Interim Police Chief Matt Starker and Clerk/Deputy Treasurer Anna Voigt.
- 2. Approval of meeting minutes for February 28, 2023 meeting:** Motion was made by Odekirk/Hildebrand to approve minutes from February 28, 2023. A unanimous aye vote was cast. Motion carried.
- 3. Revolving Loan Fund:** City Administrator/Utilities Manager Blakeslee explained the City of Plymouth currently has a Business Revolving Loan Fund that has gone defunct as a result of changes in state/federal guidelines. Currently, the City has three outstanding loans established under the prior program guidelines. In 2019, the City was notified that it was not subject to the restrictions so the CBDG-CLOSE program and as a result has discretion for the use of the funds in the RLF. Staff recommends the reestablishment of a Business Revolving Loan Fund to support business attraction and retention. Staff is looking for direction from the committee. Members were in favor of starting the Revolving Loan since the City has been successful with the program in the past. Staff is going to look at different ways to structure the program and come back to Council.
- 4. Adjournment:** Motion was made by Pohlman/Hildebrand to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

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: April 20, 2023
TO: Mayor and Common Council
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Discussion and recommendation regarding revisions to the transient merchant requirements related to farmers market events

Background: A Transient Merchant is defined in City Code as person who sells products for immediate delivery to individual residences or to persons on the street, including the sale of food from a mobile food vehicle. A Transient Merchant must obtain a Transient Merchant Permit with a cost \$75 to sell within the City. The permit is valid on the date approved through December 31st and must be renewed on a yearly basis.

Currently the Plymouth Farmers Market is operated by the Sheboygan Interfaith Organization in a private lot near Dairy Queen on Thursdays from noon to 5 p.m. mid-June through mid-October. The Sheboygan Interfaith Organization also operates the City of Sheboygan Farmers Market. The Plymouth Farmers Market typically consists of agricultural products, which are exempt from the Transient Merchant requirements in City Code.

The Sheboygan Interfaith Organization 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 to sell at the farmer's market. A request was made that the City of Plymouth consider amending the code to allow for a \$5.00 fee per event per vendor for approved Farmers Market events, which would mimic what is currently approved in the City of Sheboygan. The City of Sheboygan Permit form is also attached for review.

Transient Merchant Permits do not apply to approved special events on public property (i.e., Mill Street Festival, Maple Festival, etc...).

Staff Recommendation: Discuss possible revisions to the transient merchant code related to farmers markets. Direct staff to proceed with drafting an ordinance if desired.

Attachment: City of Sheboygan Permit Form

Date _____

License Number _____

Receipt Number _____

Expiration Date _____

SPECIAL EVENT TRANSIENT VENDOR REGISTRATION

DATE(S) OF SPECIAL EVENT: _____

LOCATION OF EVENT: _____

Organization Name: _____

Organization Address: _____

Organization Telephone Number: _____ () _____

Name, address and phone number of manager or person in charge of event:

NUMBER OF VENDORS: _____

COMPLETE THE ATTACHED LIST FOR EACH VENDOR WITH NAME, ADDRESS, PHONE NUMBER AND TYPE OF MERCHANDISE/SERVICES OFFERED FOR SALE.

I hereby state that I am familiar with the laws, ordinances and regulations applicable to the license being applied for and hereby agree, if granted such license, to comply with all said provisions.

Signature _____
Manager or person in charge of event

SPECIAL EVENT TRANSIENT REGISTRATION

Registration should be taken out by the sponsoring organization at least 3 days before the event. You need:

1. Name and address of each authorized vendor
2. A brief description of the merchandise and any services being offered for sale
3. A \$5.00 fee per vendor

The application and fees for vendors should accompany the application to the Clerk's office before the event. Any last minute vendors shall be permitted to register provided the sponsoring organization returns to the Clerk's office within three days after the event and turns in the above three items for the late vendors. Failure to register late vendors could result in double fees.

If you are serving food, please check with the Sheboygan County Division of Health (920) 459-4347 for permits you may be required to have.

Date / /

License Number

Receipt Number

Expiration Date

SPECIAL EVENT TRANSIENT VENDOR REGISTRATION

Name Phone ()

Address

Merchandise/Services

Name Phone ()

Address

Merchandise/Services

Name Phone ()

Address

Merchandise/Services

Name Phone ()

Address

Merchandise/Services

Name Phone ()

Address

Merchandise/Services

Name Phone ()

Address

Merchandise/Services

Name Phone ()

Address

Merchandise/Services

ments in the application for registration; if the registrant made any fraudulent, false, deceptive or misleading statement or representation in the course of engaging in transient sales; or if the registrant violated any provision of this article or was convicted of any crime or ordinance or statutory violation which is directly related to the registrant's fitness to engage in selling.

(b) Written notice of the hearing shall be served personally or pursuant to subsection 78-59(a)(2) on the registrant at least 72 hours prior to the time set for the hearing. Such notice shall contain the time and place of hearing and a statement of the acts upon which the hearing will be based. (Code 1975, § 34-46)

Sec. 78-61. Appeal.

Under this division, any person denied registration may appeal the denial to the common council by filing a written statement therewith within 14 days after the date registration was denied, setting forth the grounds for appeal. The common council shall notify the applicant, at least 48 hours prior to the hearing date, of the time and place set for the hearing, such notice to be sent to the address given by the appellant in his statement of appeal or served personally on the appellant.

(Code 1975, § 34-43)

Sec. 78-62. Special event registration.

(a) As an alternative to the registration requirements and procedures set forth in sections 78-56 through 78-60, organizations sponsoring special events such as community festivals, art and craft fairs, flea markets, exhibitions or shows, may assume responsibility for registration of its authorized transient vendors for that event, as provided in this section:

(1) At least five days prior to the special event, the sponsoring organization shall complete and return to the clerk a special event transient vendor registration form furnished by the clerk containing the following information:

- a. Sponsoring organization;
- b. Date(s) and place of the special event;

- c. Name and address of each authorized vendor;
- d. A brief description of the merchandise and any services being offered for sale; and
- e. Any other information deemed necessary by the clerk.

(2) The sponsoring organization shall accompany the registration form with a fee of \$5.00 for each authorized vendor to be registered for the event, along with a statement signed by each vendor, appointing the city clerk his agent to accept service of process in any civil action brought against the vendor in connection with the vendor's activities at the special event, if the vendor cannot, after reasonable effort, be served personally.

(3) Last minute or unanticipated authorized vendors for the special event shall be permitted to be registered by the sponsoring organization with the city clerk, using this special event procedure, provided the information, fees and required statement are provided to the clerk by the sponsoring organization within three business days after the vendor becomes authorized by the sponsoring organization to participate at the event.

(4) No identification cards shall be issued under this special event registration procedure unless the clerk determines otherwise.

(b) Failure on the part of the sponsoring organization to register its authorized transient vendors as provided in this section shall subject the organization to a penalty of \$10.00 per unregistered vendor, in addition to the required \$5.00 fee. In addition, for knowing or intentional violations of this section, or knowing or intentional attempts to evade registration of its transient vendors, such organizations may be prohibited from registering its authorized transient vendors for future events under this section.

(Ord. No. 66-97-98, § 3, 10-6-97)