

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, MAY 30, 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 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.**
5. **Items removed from Consent Agenda:**
6. **Oath of Office for Police Chief Ken Ruggles**
7. **CITIZEN COMMITTEE APPOINTMENTS:**

Announce Mayoral appointments:

 - A. **Board of Review (3 yr. term) – Gary Kramer**

Mayoral Appointments requiring Council approval

 - A. **Board of Appeals (3 yr. term) – Jane Meyer**
8. **Ordinance:**
 - A. **No. 6 Update to the Transient Merchant Process Regarding Farmers Market Events – City Administrator/Utilities Manager, Tim Blakeslee**

9. New Business:

**A. Approve the Cheese Capital Arch Lighting Donation – City
Administrator/Utilities Manager, Tim Blakeslee**

10. Adjourn to 7:00 PM on Tuesday, June 13, 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 9, 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 Alderperson 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, City Attorney Crystal Fieber, Interim Police Chief Matt Starker, Director of Public Works Cathy Austin, and City Clerk / Deputy Treasurer Anna Voigt.
2. **Pledge of Allegiance**
3. **Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Gilson/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, April 25, 2023**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 4/1/23 – 4/30/23**
 - C. **Minutes acknowledged for filing – Finance & Personnel: April 25, and Redevelopment Authority: April 27**
 - D. **Building Report for April 2023 – 36 permits at \$2,339,422.00**
 - E. **Approve Sidewalk Café Permit from Moxie, Patrick O’Toole**
 - F. **Approve Application for a Class B Beer, Class C Wine Liquor License for Uncle Dino’s Pizza LLC, 19 S Milwaukee St., from Travis Lambrecht, Agent, to be effective on July 1, 2023 and Provisional License upon approval.**
 - G. **Approve Change of Agent for “Class B Combo” Alcohol License for Sweet Basil to Sara Immel – Approved by Clerk’s Office and Police Department**
 - H. **Approve Application for Event: Dire Dyes Open / Disk Golf Tournament / Meyers Park – August 12**
 - I. **Approve Street Use Closure: Patrick Campbell / PJ Campbells Depot / May 29**
 - J. **Finance Director Job Description**
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: Greg Hildebrand thanked Interim Police Chief Matt Starker for serving as Interim while searching for a Police Chief.
5. **Items removed from Consent Agenda:** None
6. **Resolution:**
 - A. **No. 9 World Migratory Bird Day Resolution-** Motion was made by Hildebrand/Tauscheck to approve the World Migratory Bird Day Resolution. A unanimous aye vote was cast. Motion carried.

7. **New Business:**

- A. Farmers Market Event Application and Ordinance Discussion** – City Administrator/Utilities Manager Blakeslee explained that at the Finance & Personnel Committee meeting on April 25 there was a discussion regarding adjusting the transient merchant permit fee for farmers market events in Plymouth. The consensus at the committee level was to move forward with an ordinance change, but the Council would like to hear from Sheboygan County Interfaith Organization (SCIO) regarding the challenges and opportunities of the farmers market in Plymouth. In the meantime, the SCIO has submitted an event application as a result of a pending relocation of the Farmers Market. Lisa Stephan from SCIO spoke about the farmers market in Plymouth. SCIO organizes the farmers market in Sheboygan and is struggling to get Plymouth to succeed. Stephan stated that Sheboygan charges \$5 per event per vendor for each craft or food vendor. Stephan stated that SCIO would collect all the fees and submit them to the Clerk's Office. They would like to move the market to the parking lot by Eastern Ave and Mill St. Mayor Pohlman asked if they took care of all the seller's permits so staff wouldn't have to verify, they were up to date. Stephan's stated their office handled all of that. Deputy Chief stated he had no concerns. Motion was made by Penkwitz/Schilsky to approve the event application for the farmers market and direct staff to proceed with drafting an ordinance revising the transient merchant process related to farmers markets. Upon the call of the roll, all voted aye. Motion carried.
- B. Approval of Strutz Building Demolition Donation** – City Administrator/Utilities Manager, Blakeslee explained that the City owns the former Strutz Financial building north of Stayer Jr. Park. The building is in blighted condition, has water damage, and sits in the floodway. A community effort was made several years ago to demolish the building and turn it into a shelter, but it quickly became cost prohibitive. The applied for the new Vibrant Spaces Grant but did not receive it. A private donor who wishes to remain anonymous has agreed to demolish the Strutz Financial Building as an in-kind contribution. Motion was made by Tauscheck/Hildebrand to raze the Strutz Financial Building on Parcel 59271813530 and accept the donated demolition work. Upon the call of the roll, all voted aye. Motion carried.
- C. Stormwater Maintenance Agreement with Hillcrest** – Public Work Director Austin explained in 2018 the City entered into a Development Agreement with Greystone 2nd Addition and Greystone Condominiums. In that agreement, a Stormwater Management and Maintenance Agreement was required and shall be recorded against the property in the Deeds Office. The Agreement requires that the on-site Stormwater Management Facility be adequately maintained by the owner or the successors. It requires that it be inspected twice a year and if any work is needed to get the pond back into compliance, they are responsible to do so. If they fail to perform any corrective action work, the agreement stipulates that the City may perform the work and assess the properties. Motion was made by Hildebrand/Tauscheck to approve the Stormwater Drainage Facilities Maintenance Agreement with Hillcrest Plymouth, LLC. Upon the call of the roll, all voted aye. Motion carried.

D. Approve 2023 Capital Project: WWTP: TRANE-Chiller Replacement to Aldag/Honold Mechanical, Inc. in the amount of \$48,723.00 – Public Works Director Austin explained that as part of the 2023 Capital Improvement Plan, funds were allocated to replace the TRANE – Chiller at the Wastewater Treatment Plant. The chiller services the entire main building, but the main area it cools is the lab room. The lab room must stay within 17-23 degrees Celsius. The 2023 Capital Budget allocated \$40,000 for this project, but that was for only one gate. There are sufficient funds in the Sanitary Sewer budget to cover the overage. Motion was made by Tauscheck/Gilson to approve the proposal from Aldag/Honold Mechanical, Inc. in the amount of \$48,723. Upon the call of the roll, all voted aye. Motion carried.

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

Entertain a motion to go into closed session for the following:
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 the City Treasurer

9. Entertain a motion to go into open session: Motion was made by Tauscheck/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: Motion was made by Hildebrand/Tauscheck to approve the interim salary adjustment to \$65,000 for the City Treasurer until the Staff Accountant position is filled. Upon the call of the roll, all voted aye. Motion carried.

11. Adjourn to 7:00 PM on Tuesday, May 30, 2023: Motion was made by Tauscheck/Hildebrand to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

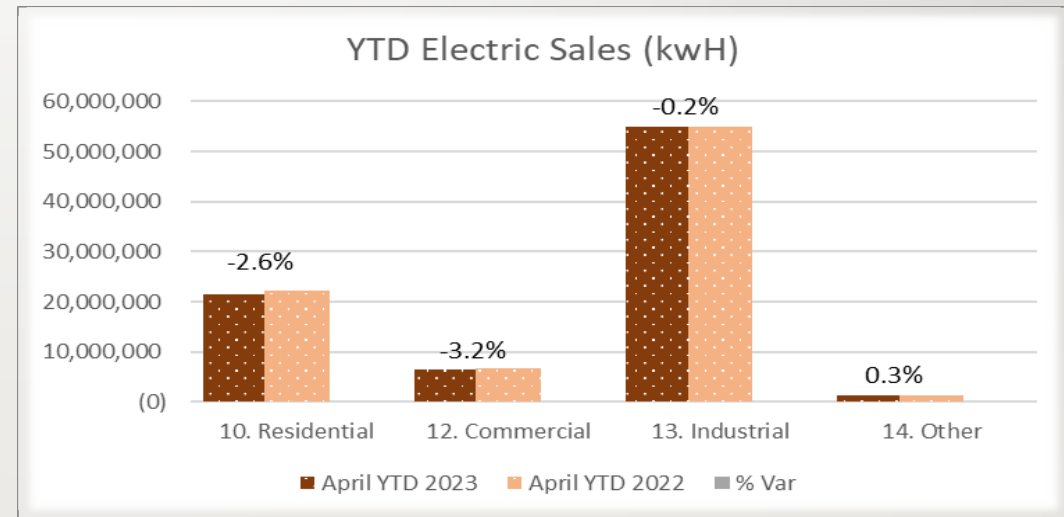
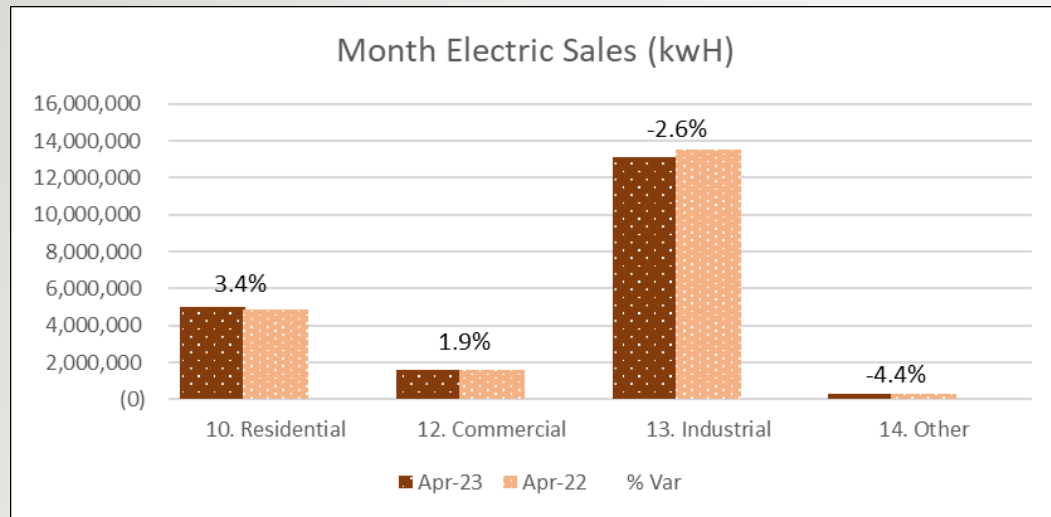


Plymouth Utilities

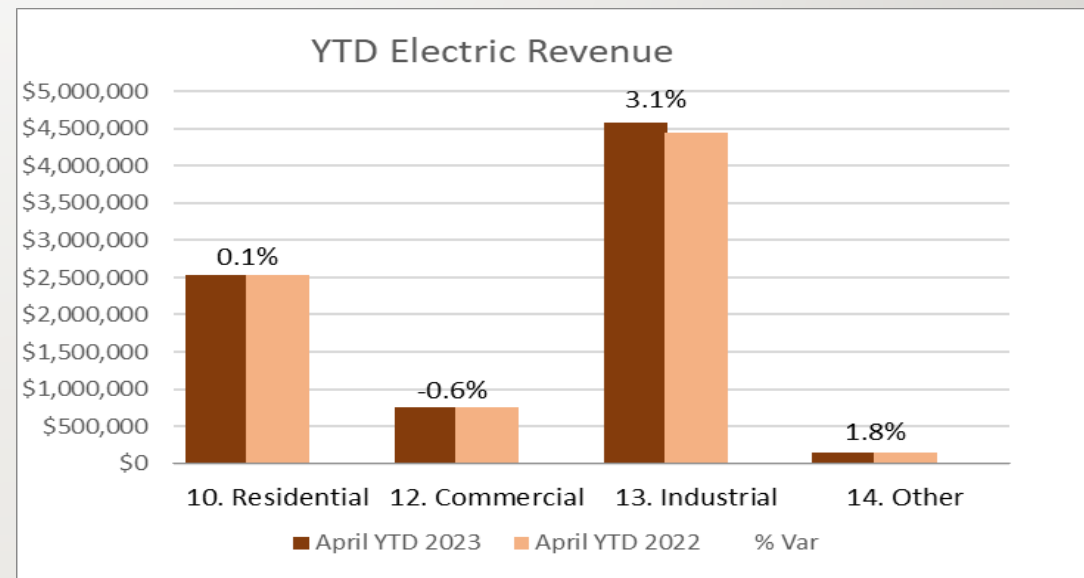
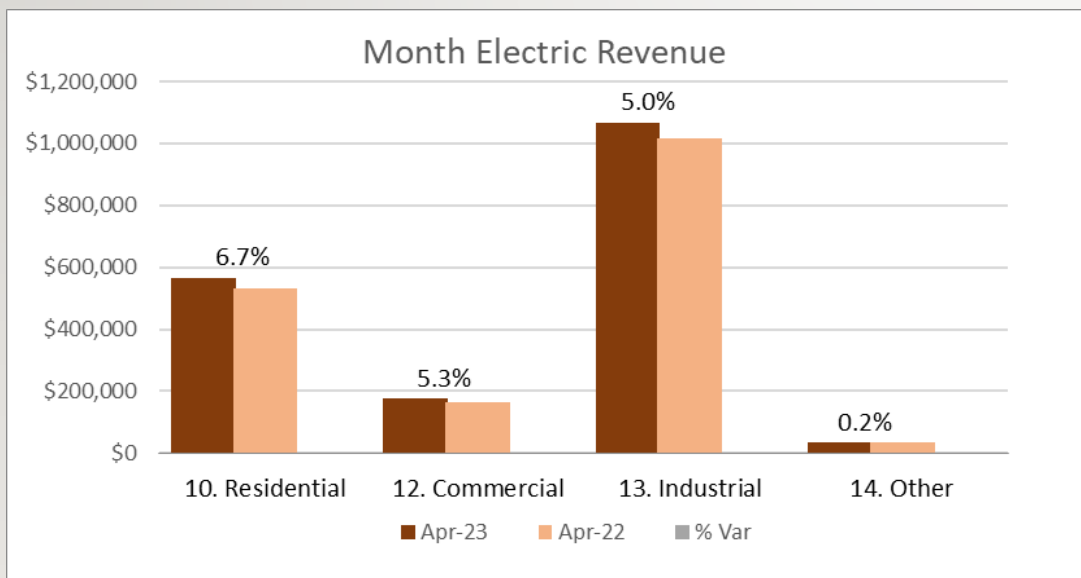
APRIL 2023

SALES & REVENUE

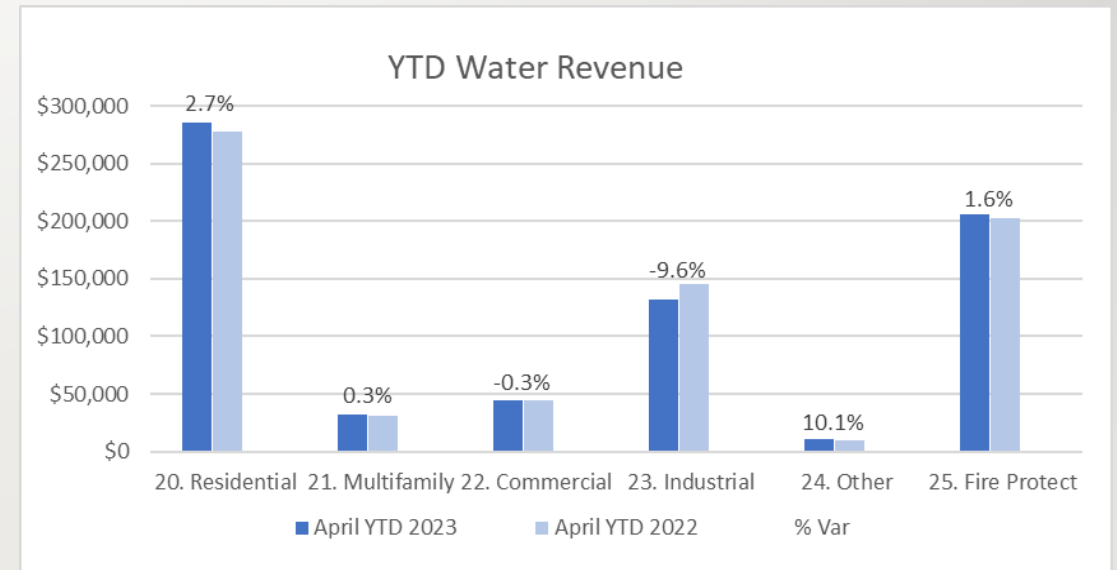
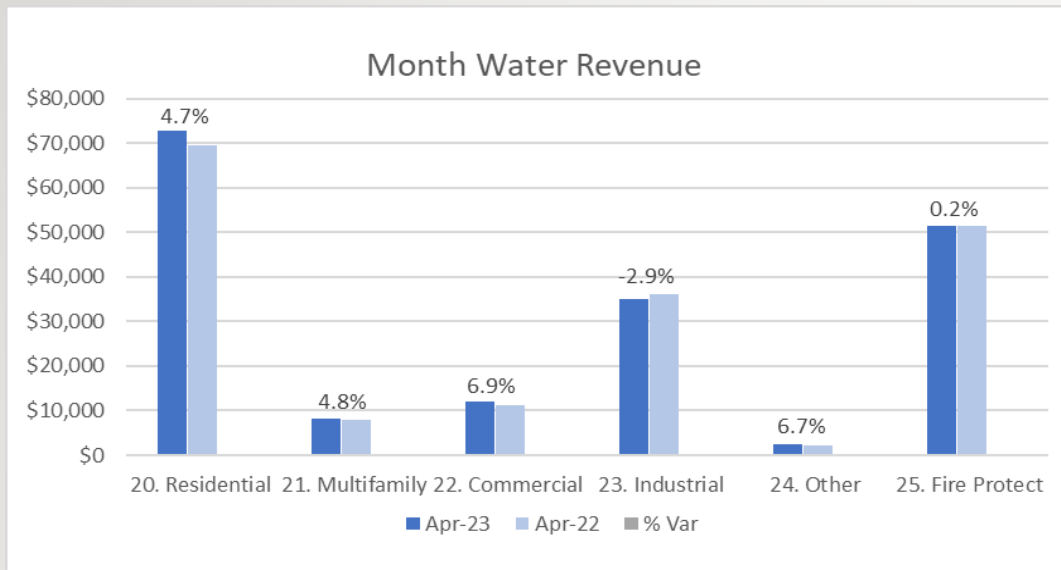
April 2023 Electric Sales



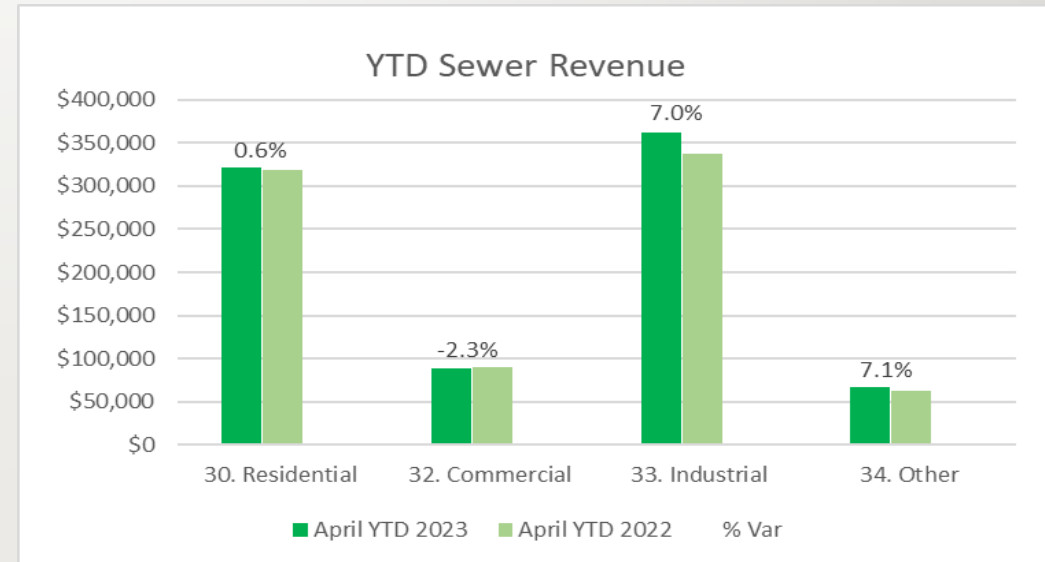
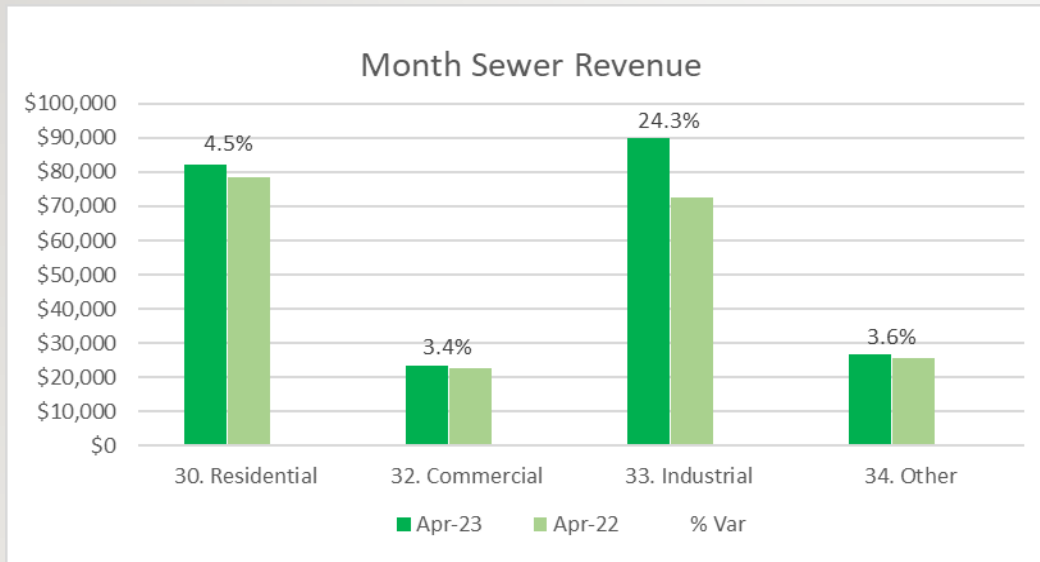
April 2023 Electric Revenue



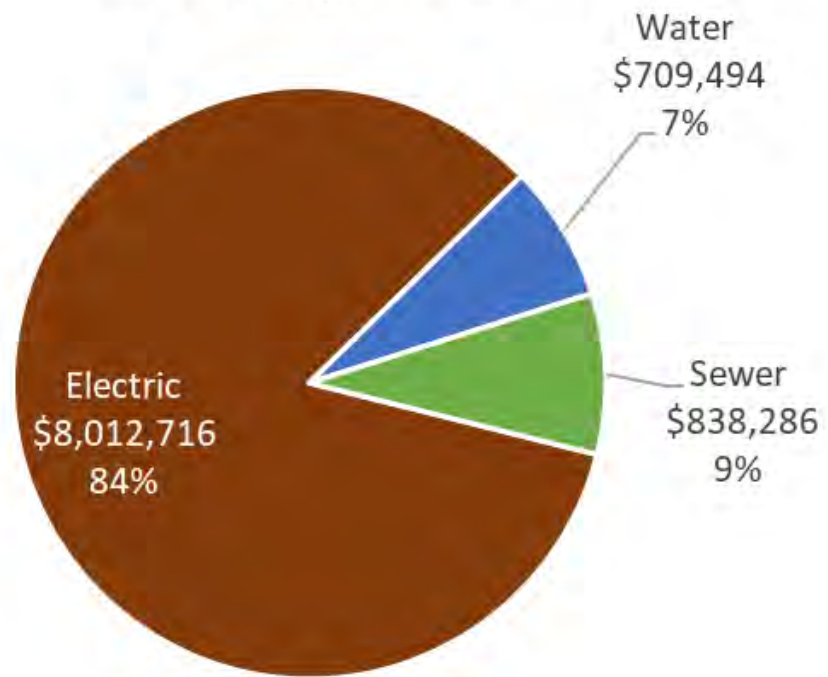
April 2023 Water Revenue



April 2023 Sewer Revenue



2023 Utility Revenue



Report Criteria:

Selected types: Write Off

| Name | Customer Number | Type | Reference Number | Description | Source ID | Check Number | Amount | Msg | Service |
|-------------------|-----------------|-------|------------------|---------------|-----------|--------------|----------------|-----|----------|
| Write Off | | | | | | | | | |
| 05/18/2023 | | | | | | | | | |
| WODACH, ALEX | 5.88.27101.17 | Write | 3 | WRITE-OFF SDC | | | 313.88- | M | Multiple |
| FOSTER, STEPHANIE | 6.88.69154.29 | Write | 1 | WRITE-OFF SDC | | | 120.58- | M | Multiple |
| PIERCE, SHERRY | 18.87.42875.32 | Write | 2 | WRITE-OFF SDC | | | 411.20- | M | Multiple |
| Total 05/18/2023: | | | | | | | <u>845.66-</u> | | |
| Total Write Off: | | | | | | | <u>845.66-</u> | | |
| Grand Totals: | | | | | | | <u>845.66-</u> | | |



PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
April 3, 2023

Meeting was called to order by A. Odekirk at 6:30 pm. Present were: S. Britt, K. Murray, P. Norlander, M. Kaczkowski, B. McKnight, and A. Odekirk. Absent were: J. Van Norwick and S. Gloede. Also present: Library Director L. Jochman.

Motion by P Norlander, second by S. Britt to approve the minutes of the March 6, 2023 meeting. Motion passed unanimously.

Motion by S. Britt, second by M. Kaczkowski to approve the financial report for March 2023. Motion passed unanimously.

Director L. Jochman reviewed some highlighted items on her monthly report. This included an update on the Microfilm Machine and patron behavior.

Old Business

Director L. Jochman shared an estimate for the cost of the mural in the Children's Department presented earlier this year. Motion by B. McKnight to approve moving forward with the mural, second by P. Norlander. Motion passed unanimously.

New Business

Director L. Jochman asked the board to consider funding experience passes to three local attractions on a trial basis using donation funds. The library has been selected as one of the participating libraries for a parks pass program and other libraries in the area have had similar programs that are popular. Motion by S. Britt to approve the purchase of the passes using the donation account, second by P. Norlander. Motion passed unanimously.

Announcements

There were no announcements.

Motion by S. Britt, second by P. Norlander to adjourn. Motion passed.
Meeting was adjourned at 6:53 pm.

Submitted by, Leslie Jochman
Library Board Secretary

THE HOUSING AUTHORITY OF THE CITY OF PLYMOUTH

1214 Reed Street
Plymouth, WI 53073
920-893-5133, 920-893-6117(fax)

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

GENERAL MEETING CALL TO ORDER:

The regular monthly meeting of the Board of Commissioners was called to order at 9:00 AM, April 5th, 2023 by acting Chairperson Marsha Vollbrecht

| | |
|---------------|----------------------|
| Chairman: | Linda Opitz (absent) |
| Commissioner: | Dennis McMullen |
| Commissioner: | Marsha Vollbrecht |
| Commissioner: | Jay Groshuesch |
| Commissioner: | Mike Olig |
| Secretary: | Bob Hemauer |
| Guest: | None |

PROCEEDINGS

1. The minutes of the April 5th 2023 meeting were read. After review of the minutes, a motion was made by Commissioner McMullen and second by Commissioner Olig to approve the minutes. The motion was carried.
2. Recognition of tenant concerns:
 - a. All units filled. No notices given.
3. The April 2023, Income and Expense report was reviewed. A motion was made by Commissioner Groshuesch and second by Commissioner McMullen to approve the financial report. The motion carried.
4. The May 2023 invoices were reviewed and discussed and questions were answered by the Executive Director. Commissioner Olig moved that all invoices be paid with Commissioner Groshuesch seconding the motion. The motion carried.

SECRETARY'S REPORT

1. Spring conference was very good. New program to figure rent. Estimated start would be January 2024.
2. CD at Bank First came due. Split it into one six month and one twelve month.

Old Business

1. Lunch for Judy Kapellen, May 25th at Devour.

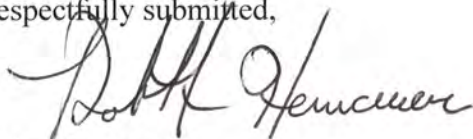
NEW BUSINESS

1. No New Business.

There was no further business to come before the Commissioners of the Authority. A motion to adjourn at 9:25 by Commissioner Groshuesch and seconded by Commissioner, Vollbrecht the motion carried.

The next scheduled regular meeting is June 7th, 2023 at 9 AM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Hemauer". The signature is written in a cursive style with a large initial "R" and "H".

Robert Hemauer

Executive Director

**Plymouth Community Television
Board Meeting 04/17/2023**

Checking: 519.61
Unrestricted: 2,090.43
Restricted: 15,059.35

Attendance: Kurt Zolp, Virginia Stemper, Gary Kaiser, Mike Briggs and Konrad Kaczowski

Gary reported he will be purchasing two monitors; one for City Hall and the other for the studio. Plymouth Dirt Racing is scheduled to start Saturday April 29th. He said he does have it covered with three rotating camera people. The summer band concerts will be filmed.

Mike commented on the High School graduation and that plans will be in place to film either in City Park or at the High School, weather dependent. The School Board meeting will be on Tuesday April 18th. There is a continuing issue with sound for Veteran-to-Veteran show.

Upcoming shows:

Veteran to Veteran will be on hold for the month of April.

Action-14 for April 18th; Mayor Pohlman, Herb Stoltenberg and Superintendent Dan Mella

Next Board Meeting May 15th, 2023 5:15 PM at the High School

Respectfully Submitted

Konrad Kaczowski

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

May 11, 2023

Members present: Chairman Don Pohlman, Carole O'Malley, Jeremy Schellin, Greg Hildebrand, Ron Nicolaus, Randy Schwoerer. Absent: Scott VanNorwick

Staff Present; Chief Ryan Pafford

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

- 1.) **Approval of Minutes** from April 6, 2023. Motion to approve the minutes from the April 4, 2023 meeting made by Nicolaus, and seconded by Schwoerer. On the roll all voted aye to approve.
- 2.) **Driveway Installation Plan Seeking Approval;** Administrator Blakeslee explained the petition for allowing a driveway in the Town of Plymouth to attach to a street in the City, namely Riverview Drive at the north end. Petitioner Andrew Meyer was present. (see memo) Chairman Pohlman inquired with the Fire Chief as to standards for this type of driveway. Chief Pafford responded that it should be at least 12 feet wide and built to withstand the weight of the fire fighting apparatus. Meyer explained he would place a stone breaker base then top with finish material. Meyer was interested in maintaining the balance of the land outside of the proposed homestead for farming/agriculture use. Member Nicolaus inquired as to any possible "plan" currently for the balance of the land for development? Member Hildebrand stated he felt it should be annexed. Member Schellin asked if there are any other similar situations within the City. Pohlman stated that it should be annexed, and that the Town will allow anything. No well or septic is allowed within the City limits. By allowing this to not be annexed, it creates somewhat of an island, much like the Fleet Farm store, who connected to City utilities, and then never annexed. Scheuerman looked within the Agriculture Zoning regulations. He read that this zone would allow 1 & 2 Family "Farm Dwellings", thus the duplex could be constructed, and the balance of the land could be farmed. Meyer inquired as to the City possibly extending the sewer/water to the very end of Riverview Drive. Pohlman responded, that it may be a possibility, and possibly it may be a shared cost with Meyer. Pohlman asked Meyer to make some type of a proposal for that extension. Meyer stated he had nothing further. Chairman Pohlman asked for a motion. NO MOTION was made for or against. Pohlman stated with no motion being made, then the Commission has chosen to take "no action" on this agenda item.
- 3.) **Site Plan Seeking Approval;** 2121 Eastern Ave, O'Reilly Auto Parts; Ian Lang and Maria Greshina from Simon CRE were present virtually. This plan was approved and then after the project was permitted, it failed to start, thus the Building Permit had expired. Scheuerman asked to confirm that the exterior would be colored CMU as shown on the submitted plan. Lang responded that yes it would be as shown on the plan. Member Schellin inquired as to the setbacks shown. Scheuerman confirmed that the setbacks that were shown were correct, as the members erroneously received a dated site plan with their respective packets. On an easel Scheuerman pointed out the updated site plan. This plan was adjusted to make the setbacks

correct for the B3 as they [O’Rielly Auto] was no longer part of the condo association. Member Nicolaus inquired as to the driveways to the store. Greshina responded that they would be utilizing the existing site egress north of the St. Vincent DePaul and referred to it as the existing “right in, right out”. No “curb cuts” are being proposed. The patron egress is from the NE corner and the SE corner of the site. Pohlman inquired as to if the patrons will be crossing over the condo owned property? Greshina responded that [they] cannot control patron traffic. Pohlman continued then asking the Fire Chief if he felt apparatus can make efficient entry to the site. The Chief felt it would work fine. Pohlman asked Greshina about construction commencement date. The response was right away as the contractor was waiting at the ready. Motion to approve was made by Schwoerer, and seconded by Hildebrand. On the roll all voted yes.

4.) Discussion and Possible Action Regarding Downtown Design Strategy; Administrator Blakeslee opened the topic with a background of this strategy. The area to be within this potential guideline/regulation was delineated by an Ad Hoc committee. (see memo) He then proceeded with a “Power Point” presentation available to the members and people in the audience. After the presentation Pohlman called for a motion. Member Hildebrand made a motion to not recommend this Downtown Design Strategy go to City Council. As no “second” was made, Member Nicolaus made the motion to recommend sending this Design Strategy to City Council for approval. Member Schellin seconded stating with I need to ask some more questions, but will second to discuss. Schellin opened the discussion with how this compares to the Comprehensive Plan. Blakeslee responded that this is a Strategy and would work into something years later. Schellin asked as this would be binding law? Blakeslee responded that the first change would be to the Zoning Code, then work with staff and break out components. Hildebrand commented that once an Ordinance, it’s will be considered to be law. He stated that the Downtown businesses do not want this, and it would end up being a burden on the tax payers. He had attended a D.A.M. (Downtown Artists & Merchants) and the consent was that [they] didn’t want it either. Nicolaus inquired as to if passed would this then compromise the buildings on the National Registry. Schellin asked if it goes to Council, can it be changed after they would approve it? Blakeslee replied that the Zoning portion would need to be passed at Plan Commission. Schellin felt that negotiations would be good and more discussion is needed to get to something that would work for all parties. On the motion to go to Council recommending approval, No votes from O’Malley, Hildebrand, and Schwoerer. Yes votes from Schellin, Pohlman, and Nicolaus. Due to an even number of members present, this presents a “tie vote” thus does not pass, no action by the Plan Commission.

5.) Communication – Letters, E-mails, or reports Related to the Plan Commission; Secretary Scheuerman stated that he has nothing submitted for the June Plan Commission Meeting.

Motion to adjourn made by Hildebrand and seconded by Schwoerer.

MEETING AGENDA

PUBLIC WORKS & UTILITIES COMMITTEE OF THE PLYMOUTH COMMON COUNCIL

Tuesday May 9, 2022

1. **Call to order & Roll Call:** Mayor Pohlman called the meeting to order at 6:30 PM. On call of the roll, the following members were present: Mayor Pohlman, David Herrmann, Diane Gilson, and Angie Matzdorf. City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works Cathy Austin, Interim Police Matt Starker and Clerk/Deputy Treasurer Anna Voigt.
2. **Approval of August 16, 2022 Meeting Minutes:** Motion by Gilson/Matzdorf to approve the minutes as stated. A unanimous aye vote was cast. motion carried.
3. **Election of Committee Chair:** Matzdorf nominated Gilson as Committee Chair. Motion by Matzdorf/Herrmann to cast a unanimous ballot to elect Diane Gilson as Chair for the Public Works & Utilities Committee. A unanimous aye vote was cast. Motion carried.
4. **WPPI Scholarship Review:** Blakeslee explained each year Plymouth Utilities in coordination with WPPI, has four \$500 Scholarships available for future college/technical college students. Students are selected by WPPI based on their application with majors that are Utility/City related. Tom Boldt from WPPI explained WPPI is where the City buys its electric. WPPI has various programs that help give back to the community. Motion was made by Matzdorf/Herrmann to approve WPPI scholarships. A unanimous aye vote was cast. Motion carried.
5. **WPPI EV Charger Grant Presentation:** Blakeslee explained that the City of Plymouth is one of the member owners of WPPI. WPPI Energy supplies power to 51 locally owned electric utilities. WPPI offers several incentive programs in partnership with local utilities for businesses and residents. One of the programs that WPPI offers, but is not currently available in Plymouth, are small incentives for residents and businesses to install EV chargers. Tom Boldt spoke about the different chargers and the program. If the committee is interested in moving forward staff would review the ability to include it as part of the development of the 2024 budget. The committee was interested and staff will proceed.
6. **Adjournment:** Motion was made by Matzdorf/Herrmann to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

PLYMOUTH PARKS COMMITTEE AGENDA
CITY OF PLYMOUTH, WISCONSIN
May 15, 2023 6:30 PM
Plymouth City Hall Room 210
128 Smith Street
Plymouth, WI 53073

Meeting Minutes

- 1. Call to order and roll call:** Chairman Melcher called the meeting to order at 6:30 PM. Members present were Mark Melcher, Mark Levandowski, Steve Stavola, Randy Schmitz, Mike Penkwitz, and Katie Schroeder.
- 2. Approve agenda:** Motion was made by Schroeder/Schmitz to approve the agenda. A unanimous aye vote was cast. Motion carried.
- 3. Approval of February 13, 2023 minutes:** Motion was made by Levandowski/Stavola to approve the minutes. A unanimous aye vote was cast. Motion carried.
- 4. Audience:** Jerry Baltus from the Lions Club and Mike Ames from PYAA were in attendance of the meeting. They spoke about there plan to reside the shelter and a few other updates. The committee had a few questions. Baltus and Ames stated that they would keep the Committee and City informed.
- 5. Election of Officers:** Levandowski made a motion to nominate Mark Melcher for Committee Chair. Melcher accepted his nomination. A motion was made by Stavola/Schroeder to close nominations and cast a unanimous vote. All voted aye. Motion carried.

Melcher made a motion to nominate Levandowski a Committee Vice-Chair. Levandowski accepted his nomination. Motion was made Schmitz/Stavola to close nominations and cast a unanimous vote. All voted aye. Motion carried.
- 6. Golf Course Update:** Director Austin gave a brief update on the golf course.
- 7. Aquatic Center Update and 2023 Fees:** Director Austin gave a brief update on the Aquatic Center. The wage increase seems to be working. There are more lifeguards hired to work the season. Austin stated that they could have longer hours during the weekdays. Austin went over the planned fee increases. Motion was made by Levandowski/Schroeder to increase the fees as presented. A unanimous aye vote was cast. Motion carried.
- 8. 2024 Budget Item Suggestions:** Director Austin went over the planned items for the 2024 budget. The bigger items for 2024 will be the Dam and the Pool Floor. No one had anything else to add.
- 9. Communications – Letters, emails, or reports related to the Committee:** None
- 10. Adjourn: Next meeting scheduled for Monday, July 10, 2023:** Motion was made by Stavola/Schmitz to adjourn. A unanimous aye vote was cast. Motion carried.

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 04/01/2023 ending: 04/01/2024
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } Plymouth
 Village of }
 City of }

County of Sheboygan Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Provisional \$15

| Applicant's Wisconsin Seller's Permit Number 456-1031163232-04 | |
|---|------------------------------|
| FEIN Number 88-1480266 | |
| TYPE OF LICENSE REQUESTED | FEE |
| <input type="checkbox"/> Class A beer | \$ <u>200</u> #16 |
| <input type="checkbox"/> Class B beer | \$ |
| <input type="checkbox"/> Class C wine | \$ |
| <input checked="" type="checkbox"/> Class A liquor | \$ <u>N/A</u> |
| <input type="checkbox"/> Class A liquor (cider only) | \$ |
| <input type="checkbox"/> Class B liquor | \$ |
| <input type="checkbox"/> Reserve Class B liquor | \$ <u>↑</u> |
| <input checked="" type="checkbox"/> Class B (wine only) winery | \$ <u>N/A</u> |
| Health & Publication Fee | \$ 18 |
| TOTAL FEE | \$ <u>103</u> |

\$333

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

| | | | |
|---|------------------------|---------------|---|
| President / Member Last Name <u>Lusthaus</u> | (First) <u>Adam</u> | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) <u>17595 Rainstream Rd Boca Raton, FL</u> |
| Vice President / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| Secretary / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| Treasurer / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| Agent Last Name Kamenick | (First) Cheryl | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) 115 Maple St. Baraboo, WI 53913 |
| Directors / Managers Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |

1. Trade Name SQRL Service Stations Business Phone Number _____
 2. Address of Premises 320 E Mill St. Post Office & Zip Code 53073

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
Convenience Store
Stored in Coolers along walls inside building

4. Legal description (omit if street address is given above): _____
 5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? _____

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain Yes No
7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain Yes No
9. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain Yes No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain. Yes No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

| | | |
|--|---------------------------|-----------------|
| Control Person's Name (Last, First, M.I.)  | Title/Member President | Date 3/23/23 |
| Signature Adam Luchmans | Phone Number | Email Address |

TO BE COMPLETED BY CLERK

| | | | |
|---|----------------------------------|---------------------------------|-----------------------------------|
| Date received and filed with municipal clerk 4/27/23 | Date reported to council / board | Date provisional license issued | Signature of Clerk / Deputy Clerk |
| Date license granted | Date license issued | License number issued | |

Date Paid: _____ Receipt No. _____

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: 5/17/23

Town Village City of Plymouth

County of Sherburne

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 6/16/23 and ending 6/18/23 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 Youth Athletic Association

(b) Address _____
(Street) Town Village City

(c) Date organized 1991

(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 MIKE AMES

Vice President DOUG SASS

Secretary PJ WEBER

Treasurer JOE WILLIAMS

(g) Name and address of manager or person in charge of affair: and phone number:
RYAN ARNOLD 920-286-2229 17079 JENNIFER DRIVE PLYMOUTH WI 53073

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 LIONS PARK, ROTARY PARK, CARL LOEBE FIELD

(b) Lot _____ Block _____

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

(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 Plymouth Youth Baseball Tournament

(b) Dates of event and times of event: 6/18/21 - 6/20/21 8am to 10pm Daily

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 Joe Weber 5-17-23
(Signature/date)

Plymouth Youth Athletic Association
(Name of Organization)
Officer PJ Weber 5/24/23
(Signature/date)

Officer Mike Ames 5/20/23
(Signature/date)

Officer Doug Sass 5-24-23
(Signature/date)

Date Filed with Clerk 5/16/23

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

AT-316 (R. 6-16)

Wisconsin Department of Revenue

Certificate of Insurance, if required, received 5/16, 2023



PLYMYOU-01

PCASHMAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/15/2023

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 TRICOR, LLC - Plymouth 433 East Mill Street, Ste C Plymouth, WI 53073 | CONTACT NAME: PHONE (A/C, No, Ext): (920) 893-8411 | FAX (A/C, No): (608) 723-6440 |
| | E-MAIL ADDRESS: service@tricorinsurance.com | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # |
| INSURER A: West Bend Mutual Ins Co | | 15350 |
| INSURED Plymouth Youth Athletic Association PO Box 251 Plymouth, WI 53073 | | |
| INSURER B: | | |
| INSURER C: | | |
| INSURER D: | | |
| INSURER E: | | |
| INSURER F: | | |

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 type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER: | | | A030864 | 5/1/2023 | 5/1/2024 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | A030864 | 5/1/2023 | 5/1/2024 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ | | | | | | <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER 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)
 Coverage applies only to the extent provided by the policy and subject to all of the policy terms, conditions, exclusions, endorsements and all applicable laws.

CERTIFICATE HOLDER**CANCELLATION**

City of Plymouth
 128 Smith St
 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



APPLICATION FOR STREET USE PERMIT

Date 5.9.23

1. Applicant/Applicants Name: ERIN KACZKOWSKI
Address: 835 TORKE TERRACE
PLYMOUTH 53073
Phone: 612.532.5802

2. If the proposed street use is to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible heads of such organization: _____

3. The name, address and telephone number of the person/persons who will be responsible for conducting the proposed use of the street, if different than above: _____

4. The date and duration of time for which the requested use of the street is proposed to occur: June 3rd 3pm - 9pm (rain date June 10th)

5. An accurate description of that portion of the street proposed to be used: NORTH end (dead-end) of TORKE TERRACE
there's a grassy area available to use

6. The approximate number of persons for whom use of the proposed street area is requested: _____

7. The proposed use, described in detail, for which the Street Use Permit is requested: Block party to bring together the
community on TORKE TERRACE

\$25.00 Fee - Receipt No. CreditCard Date 5/22/2023

Recommendation - Director of Public Works [Signature]

Recommendation - Chief of Police [Signature] # 700

Date of Council approval _____

Email Street Superintendent _____



Application for Event

City of Plymouth
128 Smith Street
P.O. Box 107
Plymouth, WI 53073

Applicant Name Erin Kaczkowski Phone Number 612.532.5802

Address 835 TORKE TERRACE City PLYMOUTH Zip 53073

Are you a 501 (C-3) non-profit organization? No Yes Tax Exempt # _____

I have included my organization's proof of insurance with this form.

I am exempt from requiring proof of insurance because I am applying as a resident for a block party (Clerk/Treas. Initials) _____

Authorized Agent _____ Home Phone _____
Bus. Phone _____

Address _____ City _____ Zip _____

Point of contact at Event (if different than Agent) _____

- Type of Event: (Check all appropriate blocks) Public Private
- Athletic Activity (tournament, sports event)
 - Block Party
 - Financial Gain Event (map required)
 - Community/Park Event
 - Parade/Street Closing (map required)
 - Runs/Walks (map required)
 - Business/Organization Event
 - Other _____

Event Date(s): June 3rd (rain date June 10th) Start/End Time: _____

Name of Activity TORKE TERRACE BLOCK PARTY Purpose: Community building

Assembly Area North end of TORKE Dispersal Area: _____

Estimated Attendance _____ No. of Parade Units: 0

Location of Block Party End of street (Dead end)
(Block off - street from - street to)

Check all appropriate boxes:

- | | | | | | |
|------------------------------|-----------------------------|--|-------------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Admission/Entry Fee | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Financial Gain Activity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Amusement Rides |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Concession Sales | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Setting Up Tents (just 10x10) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Vendor Displays/Sale | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Amplification Equipment |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Electricity Needed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Musical Bands |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Portable Toilets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Horses/Animals |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Street Closure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Snowmobiles/ATV's |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Barricades Needed (_____) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Beer Sales* *Requires Special Permit |

The applicant named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.

The applicant, individually, or the authorized agent on behalf of applicant, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the City of Plymouth and each and every of its elected, and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally for and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, incidents, activities, and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the City of Plymouth and each and every of its elected and appointed officials, employees, and agents, regardless of when and where, occurring or arising from this event.

The public event applicant shall submit a general liability insurance policy certificate in the amount of \$1 million dollars naming the City of Plymouth as an additional insured party. The applicant for this public event must be 18 years of age. Any misrepresentation of public events described in this application occurring in City of Plymouth parks or facilities will be just cause for future denial of rental agreements with the City of Plymouth.

Date 5.9.23 Signature [Signature]
(Must be Applicant or Duly Authorized Agent)

PETITION FOR STREET USE PERMIT

We, the undersigned residents of the _____ hundred block of TORKE TERRACE (Street) in the City of Plymouth, hereby consent to the _____ use of this street between the hours of 3pm and 9pm on Saturday, the 3rd day of June 2023, for the purpose of A Block Party and do hereby consent to the City of Plymouth to grant a Street Use Permit for use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use as the City of Plymouth shall attach to the granting of the requested Street Use Permit. We further understand that the permit will not be granted for longer than twelve (12) hours on the date hereinabove specified, and agree to remove from the street prior to the end of said period all equipment, vehicles and other personal property placed of driven thereon during the event for which a permit is granted.

We designate ERIN KACZKOWSKI as the responsible person or persons who shall apply for an application for a Street Use Permit.

| | |
|-------------------------|-----------------------|
| <u>[Signature]</u> | <u>Jud Zilber</u> |
| <u>Alma Barber</u> | <u>Janya Strauss</u> |
| <u>Steve Zittkowski</u> | <u>Henry Bartel</u> |
| <u>Bob Schermerhew</u> | <u>[Signature]</u> |
| <u>Charlene Nelson</u> | <u>Max</u> |
| <u>Ken Gundersen</u> | <u>Kerri Nabel</u> |
| <u>Jane Gundersen</u> | <u>Cathy Nabel</u> |
| <u>Russ Honke</u> | <u>Bunda Saladini</u> |
| <u>Josh Gordini</u> | <u>John Saladini</u> |
| <u>[Signature]</u> | <u>[Signature]</u> |
| <u>Stavros</u> | <u>Karen Paulman</u> |
| <u>Kerri Rosollet</u> | <u>Dave Liebman</u> |
| <u>Ruthann Fitch</u> | |
| <u>Rose Zillner</u> | |

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 2, 2023
TO: Mayor and Common Council
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Farmers Market Transient Merchant Ordinance Approval

Background: The Sheboygan County Interfaith Organization (SCIO) intends to relocate the Farmers Market from the Dairy Queen parking lot to the Riverwalk Center parking lot. At the meeting on May 9, 2023 the Council approved the use a portion of the City parking lot behind the Mill Street Transfer Building for “spillover” vendors under a special event permit.

In addition, 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 to sell at the farmer’s market (on private property). 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 craft vendors and food vendors) at approved Farmers Market events, which would be similar to what is currently approved in the City of Sheboygan.

At the Finance and Personnel Committee meeting on April 25, 2023 there was a discussion regarding adjusting the transient merchant permit for farmers market events in Plymouth based on the request from SCIO. The consensus at the committee meeting was to move forward with an amendment to the code as described. The attached ordinance reflects the requested changes and requires the fee remittance from by the sponsoring organization not each vendor. Agricultural products remain exempt from the registration fee. The ordinance also makes several other minor clerical and legal corrections as recommended by the City Attorney.

Staff Recommendation: Approve Ordinance No. 6 – 2023 amending Title 7, Chapter 4 regarding Transient Merchants.

Attachments:

1. Draft Ordinance No. 6 – 2023 amending Title 7, Chapter 4 regarding Transient Merchants.

CITY OF PLYMOUTH, WISCONSIN
Ordinance No. _____ of 2023

**AN ORDINANCE AMENDING TITLE 7, CHAPTER 4, TRANSIENT MERCHANTS,
OF THE CITY OF PLYMOUTH CODE OF GENERAL ORDINANCES**

WHEREAS, the City of Plymouth Common Council recognizes the benefits of providing opportunities for Farmers Markets within the City of Plymouth; and

WHEREAS, upon review of the existing ordinances governing transient merchants, the Common Council find it is appropriate to amend such regulations to recognize the unique nature of Farmers Markets.

NOW, THEREFORE, the Common Council of the City of Plymouth, Wisconsin, does hereby ordain as follows:

Section 1. Amending Code. Section 7-4-2, Definitions, is hereby amended to read as follows (deletions shown by ~~strikeout~~; additions by underscore):

“SEC. 7-4-2 DEFINITIONS.

In this Chapter:

(a) **Charitable Organization** shall include any benevolent, philanthropic, patriotic or charitable partnership, association or corporation.

(b) **Clerk** shall mean the City of Plymouth Clerk-Treasurer or Deputy Clerk.

(c) **Farmers Market** shall mean an organization sponsored event approved by the Common Council featuring individual vendors selling agricultural products – such as fruit, vegetables, meats, cheeses and bakery – live plants, prepared food and beverages, artisanal crafts, and other related products as approved by the Common Council.

(ed) **Merchandise** shall include personal property of any kind and shall include merchandise, goods, or materials provided incidental to services offered or sold. The sale of merchandise includes donations required by the seller for the retention of merchandise by a donor or prospective customer.

(de) **Mobile Food Vehicle** shall mean a commercially-manufactured, self-contained, motorized, mobile food unit in which ready-to-eat food is cooked, wrapped, packaged, processed, or portioned for service, sale, or distribution.

(ef) **Permanent Merchant** means any person who for at least one (1) year prior to the consideration of the application of this Chapter to said merchant:

- (1) Has continuously operated an established place of business in the local trade area among the communities bordering the place of sale; or

(2) Has continuously resided in the local trade area among the communities bordering the place of sale and now does business from his residence.

(fg) **Person** shall mean all humans of any age or sex, partnerships, corporations, associations, groups, organizations, and any other description of a collection of human beings working in concert or for the same purpose or objective.

(gh) **Transient Merchant** means any individual who engages in the retail sale of merchandise at any place in this state temporarily and who does not intend to become and does not become a permanent merchant of such place. For purposes of this Section, sale of merchandise includes a sale in which the personal services rendered upon or in connection with the merchandise constitutes the greatest part of value for the price received but does not include a farm auction sale conducted by or for a resident farmer of personal property used on the farm or the sale of produce or other perishable products at retail or wholesale by a resident of this state. Transient merchant shall include any 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.”

Section 2. Amending Code. Section 7-4-4, Regulation of Transient Merchants, is hereby amended to read as follows (deletions shown by ~~strikeout~~; additions by underscore):

“(c) **Registration Fee.**

(1) At the time of filing applications, a fee of Seventy-five Dollars (\$75.00) shall be paid to the City Clerk-Treasurer to cover the cost of investigation of the facts stated on the application and for processing said application. Every member of a group must file a separate registration form. Failure to file an application and pay the registration fee prior to engaging in sales activity will result in a fee of One Hundred Fifty Dollars (\$150.00) plus any applicable forfeitures.

~~(2) The applicant shall sign a statement appointing the City Clerk-Treasurer his/her agent to accept service of process in any civil action brought against the applicant arising out of any sale or service performed by the applicant in connection with the direct sales activities of the applicant in the event the applicant cannot, after reasonable effort, be served personally.~~

(~~3~~2) Upon payment of said fee and the signing of said statement, the City Clerk-Treasurer shall register the applicant as a transient merchant and date the entry. Said registration shall be valid through December 31 of the year in which the application is made.

(~~4~~3) The approved applicant shall obtain a photo identification card annually from the City Clerk-Treasurer. The photo identification card shall show the applicants name, the date of issuance, and the date of expiration. The identification card shall be properly and conspicuously displayed at all times by the applicant when engaged as a transient

merchant in this city. An identification card shall be deemed to be properly displayed when it is attached to the outer garment of the transient merchant and it is clearly visible to the public and law enforcement officials.”

Section 3. Creating Code. Section 7-4-10, Farmer’s Market Registration, is hereby created to read as follows:

“SEC. 7-4-10 FARMERS MARKET REGISTRATION.

(a) As an alternative to the registration requirements and procedures set forth in sections 7-4-1 through 7-4-9, organizations sponsoring farmers markets may assume responsibility for registration of its authorized transient vendors for that event, as provided in this section:

(1) At least five (5) days prior to the farmers market 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 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 Five Dollars (\$5.00) for each authorized vendor to be registered for the event. As provided in section 7-4-3(c), vendors offering agricultural products are exempt from the registration fee.

(3) Last minute or unanticipated authorized vendors for the farmers market shall be permitted to be registered by the sponsoring organization with the Clerk, using this procedure, provided the information and fees are provided to the Clerk by the sponsoring organization within three (3) 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 farmers market 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 Ten Dollars (\$10.00) per unregistered vendor, in addition to the required Five Dollar (\$5.00) fee, except as provided in section (a)(2) above. 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.”

Section 4. Effective Date. This Ordinance shall take effect the day after publication.

Enacted on May _____, 2023.

CITY OF PLYMOUTH

By: _____
DONALD O. POHLMAN, Mayor

Date: _____, 2023

CLERK’S CERTIFICATE OF ENACTMENT

I hereby certify that the foregoing Ordinance was duly enacted by the City of Plymouth Common Council and approved by the Mayor on the dates indicated above.

Dated: _____, 2023

ANNA VOIGT, 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: May 2, 2023
TO: Mayor and Common Council
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Approval of Cheese Capital of the World Arch Lighting Donation

Background: The City owns the Cheese Capital of the Word Arch which was installed several years ago. The Arch has become focal point as the entrance to Downtown Plymouth from the east. The Plymouth Advancement Association (PAA) has submitted a proposal to light both sides of the Cheese Capital of the World Arch at night. Based on the attached proposal, the PAA would like to donate the installation and materials to the light the arch to the City which. 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. The estimated yearly lighting expense to the City from the lighting supplier is \$157.00. Once the donation is made, the City would become responsible for future repairs.

The attachment includes illustrations of the lighting and materials which include a rope LED under the upper edges of the arch sign, plus two small spotlights (each side) that would light the Cheese Capital Logo. If approved, installation will occur this summer.

Staff Recommendation: Approve of Cheese Capital of the World Arch Lighting Donation as presented.

Attachments:

- Project Scope

PROPOSAL

#P230233

Electrical/Building
Contractor ID: 1099228



KW ELECTRIC, INC.

N5875 County Road M
Plymouth, WI 53073-4374

(920)467-2000
FAX (920)467-2023

Date: 4/20/2023

| | |
|--|--|
| Proposal Submitted To: Lee Gentine Plymouth Advancement Association Plymouth, WI 53073 Phone#: _____ Fax#: _____ | Work to be Performed At: Job: World Cheese Capitol Sign Job Address: Job City State: Plymouth |
|--|--|

Electrical work to provide and install lighting for both sides of the World Cheese Capitol sign.

Sign lighting \$10,508.20

Miscellaneous pipe/wire/boxes \$518.60

Installation labor \$4,080.00

Lift rental \$800.00

Base bid \$15,906.80

bid assumes Plymouth Utilities to provide and install underground wire from park service to sign base.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. This proposal may be withdrawn by us if not accepted within 30 days.

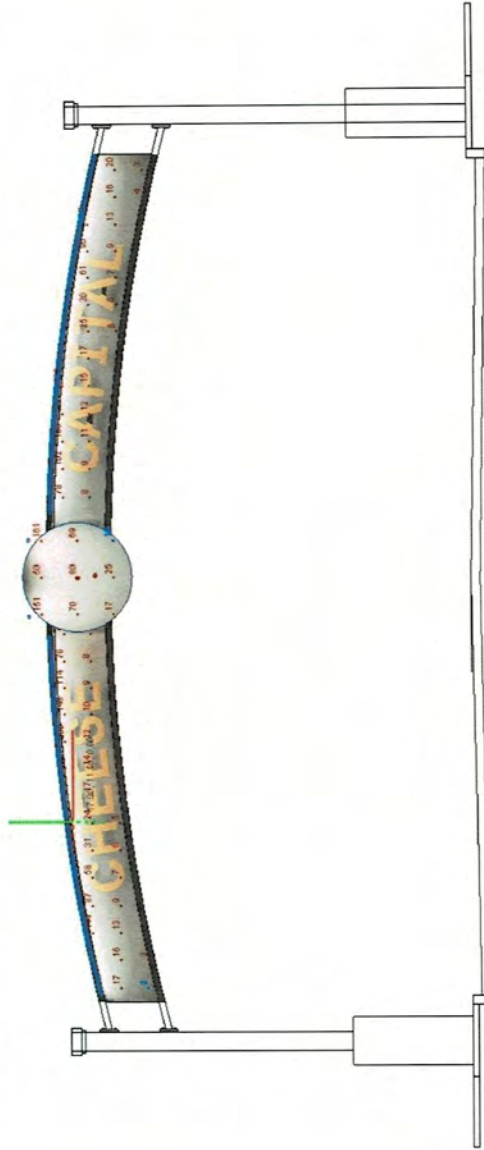
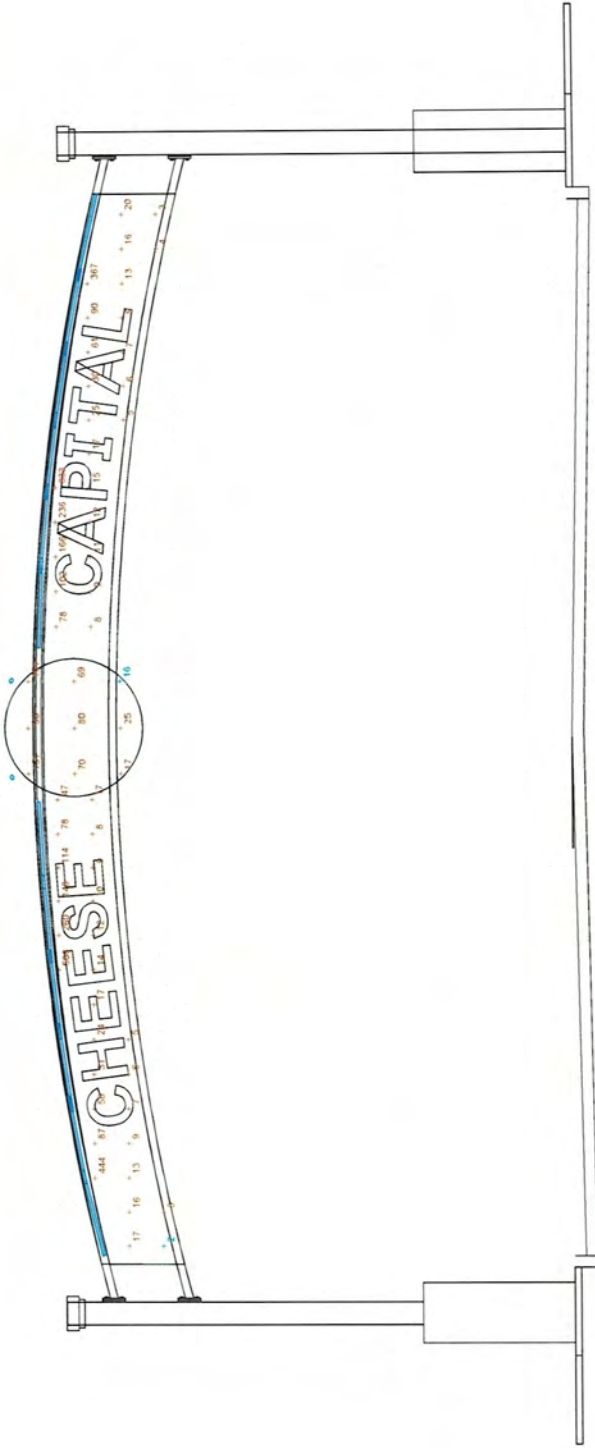
FOR THE SUM OF \$15,906.80
FIFTEEN THOUSAND NINE HUNDRED SIX AND 80/100 DOLLARS

Respectfully submitted by: **GERRY KREBSBACH**
President

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on Owner's land may have lien rights on Owner's land and building if not paid. Those entitled to lien rights, in addition to the above signed builder, are those who contract directly with the Owner or those who give the Owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, Owner probably will receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to his mortgage lender, if any. Builder agrees to cooperate with the Owner and his lender, if any, to see that all potential lien claimants are duly paid. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

Signature: *Gerry Krebsbach* Date: 5-6-23



| Statistics | | | | | | |
|-------------|--------|-------|--------|-------|---------|---------|
| Description | Symbol | Avg | Max | Min | Max/Min | Avg/Min |
| SIGN FACE | + | 79 fc | 833 fc | 2 fc | 416.5:1 | 39.5:1 |
| CIRCLE SIGN | + | 71 fc | 161 fc | 16 fc | 10.1:1 | 4.4:1 |

| Description | |
|-------------|--|
| Quantity | Catalog Number |
| 12 | GPX4-SO-*K-GC-UVO-VOLT / ADDER FOR GPX-JMP-1 / ADDER FOR GPX-LDR-25 / ADDER FOR GPX-END CAP / ADDER FOR GPX-MNT-SS |
| 2 | SN 24 B DE LED TE X100 WFL STD FINISH P C |



Expiration Date: 05/07/23

Quotation

TO:

KWELEC-PLY K W ELECTRIC
 Attn: GERRY KREBSBACH
 N5875 COUNTY ROAD M
 PLYMOUTH, WI 53073-4374

Project Info:

Project: PLYMOUTH GATEWAY
 Job #: 267881
 Bid Date: 04/07/23
 Bid Time: 02:00 PM CDT
 Quoter: GARY G MANDERS

| Type | Quantity | Vendor | Description | Unit or Lot# | Unit Price | Ext Price |
|------|----------|--------|-------------|--------------|------------|-----------|
|------|----------|--------|-------------|--------------|------------|-----------|

Crescent Electric and its Subsidiaries are not liable for failure to perform, or for delay in performance, resulting from fire or other casualty loss, war, riot, act of terrorism or revolutions, pandemic, labor difficulties, embargo, transportation problems, accidents, breakdown of machinery, interruptions or delays in the usual source of supply, governmental action or regulation, or any other cause, contingency or circumstance, within or without the United States, not subject to Crescent's control which shall make the fulfillment of the agreement impracticable; any of which shall, without liability, excuse Crescent from the performance of the agreement under Force Majeure. Prices are subject to change. Crescent does not guarantee the length of term that a manufacturer will hold pricing. All shipments are FOB shipping point, with a full reservation of all bond and lien rights. Buyer has sole responsibility for filing claims with the manufacturer or carrier.

| | | | | | | |
|--|----|--|---|------|------------|----------|
| | 0 | | BK LIGHTING MATERIAL SHIPPING IS PLUS FREIGHT | Unit | 0.000/EA | 0.00 |
| | 0 | | G & G FIXTURE MUST BE MOUNT FLAT AND NOT ARCHED WHEN INVERTED SHINING UP SO CONTRACTOR IS REQUIRED TO PUT SPACERS UNDER MOUNTING POINTS AS NEEDED | Unit | 0.000/EA | 0.00 |
| | 16 | | G & G GPX4 SO ** GC UVO *** | Unit | 247.500/EA | 3,960.00 |

From:

CRESCENT APPLETON, WI
 MAIN 920-734-4517
 2415 W SPENCER ST
 APPLETON, WI 54914-4632
 Printed By: GARY G MANDERS
 Gary Manders
 Gary.Manders@CESCO.COM

Notes



Project: PLYMOUTH GATEWAY

Expiration

05/07/23

Quotation

| Type | Quantity | Vendor | Description | LOT # | Unit Price | Ext Price |
|------|----------|----------|--|-------|-------------------|-----------|
| | 12 | | G & G GPX JMP 1 | | Unit 30.650/EA | 367.80 |
| | 4 | | G & G GPX LDR 10 | | Unit 31.500/EA | 126.00 |
| | 32 | | G & G GPX MNT SS | | Unit 2.950/EA | 94.40 |
| | 0 | | | | Unit 0.000/EA | 0.00 |
| | 4 | B-K LIGH | SN 24 B DE LED TR X1** WFL STD FINISH 9 11 C SC 010 VOLTAGE | | Unit 1,490.000/EA | 5,960.00 |

CRESCENT ELECTRIC SUPPLY COMPANY AND SUBSIDIARIES TERMS AND CONDITIONS OF QUOTATION

- 1) Buyer understands and agrees that all quotations and accepted orders by Crescent Electric Supply Company and Subsidiaries (Seller) are expressly conditioned upon these terms and conditions (Terms and Conditions of Quotation). Furthermore, your acceptance of this quotation indicates that you have also read, and agree, to the Crescent Electric Supply Company and Subsidiaries Terms and Conditions of Sale (Terms and Conditions of Sale) which are deemed automatically incorporated into any and all purchase orders.
- 2) Prices are firm for 10 days unless otherwise noted. As to all other terms, until signed and returned, the quotation is merely a quotation of sales prices. The quotation and tender will be deemed accepted only if signed and returned within ten days after receipt; otherwise, it shall have no effect.
- 3) Seller is not required to accept Buyer's orders. Any purchase order pursuant to Seller's quotation shall not result in a contract until it is accepted by Seller and acknowledged by it or its authorized representative.
- 4) This quotation is contingent upon Buyer meeting the financial qualifications established by Seller. Buyer shall supply Seller with such credit information as Seller may reasonably request in order to qualify Buyer for the rights under any Purchase Order Agreement.
- 5) If the manufacturer requires a deposit or full payment to be made to them at the time of order placement or release, those same requirements will be passed on to the Buyer, which Buyer accepts.
- 6) The quotation does not include accessory equipment, stems, mounting bars, mounting hardware, spares or plaster frames or any fitting-up charges which cover the manufacture or operating cost of the necessary tools and fixtures required to fill the order unless such items are listed or published as standard components in the manufacturer's specifications.
- 7) The quotation is made for the listed types and quantities only and all descriptions, items, totals and quantities are listed for your convenience only. Seller is not bound by any specifications, drawings, notes, instructions, engineering notices, technical data or any other document referred to in a Purchase Order by Buyer, and shall not be deemed to be incorporated by reference in any document or order by Buyer, unless a full copy is provided to Seller and such terms are approved and accepted in writing by Seller. Take-offs are not guaranteed. All items, including equals, are subject to approval by the Specifier.



Project: PLYMOUTH GATEWAY
Expiration 05/07/23

Quotation

| Type | Quantity | Vendor | Description | LOT # | Unit Price | Ext Price |
|------|----------|--------|-------------|-------|------------|-----------|
|------|----------|--------|-------------|-------|------------|-----------|

8) Special orders may not be subject to return for credit. Return privileges, if available, on special order material will involve restocking charges.

9) Prices do not include taxes for sales, use, property, excise, freight or other tax charges, which are Buyer's responsibility.

10) If the quotation is accepted and Buyer's order form is used for the purpose, it is expressly understood and agreed that these terms and conditions, including the Terms and Conditions of Sale, shall prevail if they conflict in any way with the terms and conditions set forth in such order form, and the issuance of such order by Buyer shall be deemed to note Buyer's assent to this condition.

11) BUYER AGREES TO AND ACKNOWLEDGES RECEIPT OF THESE TERMS CONDITIONS WHETHER IN HAND DELIVERED OR THROUGH VIEWING ONLINE AT www.cesco.com, where copies of the Terms and Conditions of Quotation, Terms and Conditions of Sale and Application for Open Account Privilege are available. Buyer may also request additional copies by contacting the Corporate Finance Manager of Seller directly at (815) 747-3145.

Revision: Approved February 7, 2014

From:
 CRESCENT APPLETON, WI
 MAIN 920-734-4517
 2415 W SPENCER ST
 APPLETON, WI 54914-4632
 Printed By: GARY G MANDERS
 Gary Manders
 Gary.Manders@CESCO.COM

| | |
|--------------|------------------|
| Total | 10,508.20 |
|--------------|------------------|

Notes

Date _____

Project _____



**DIRECT AC
DRIVERLESS**



Low-Profile, Driverless Linkable IP67 LED Linear Luminaire

Product Features

Maintenance-Free Driverless Design

Connects directly to AC line voltage without an LED driver or electrolytic capacitors, for extreme reliability and lifetime. Requires zero maintenance.

Easy to Install Quick-Connect Cabling

Convenient push-and-click connectors and cabling make GPX Series fixtures easy to install and daisy chain.

Coextruded Copolyester/Aluminum Housing

Our patented process combines copolyester and aluminum together, with no seals or gaskets. The result is a single piece enclosure with excellent heatsinking characteristics for long lifetime.

Superior Chemical & UV Resistance

Seamless polymeric outer shell provides IP67 ingress protection and is specialized for superior chemical resistance. An additional protective coating is available which integrates a UV inhibitor and UV blocker for outdoor applications.

Performance Summary

Delivered Light Output: Up to 8,000 Lumens

Efficacy: 130 LPW

CRI: Typical 85 CRI

CCT: 5000K & 4000K

Lifetime: Designed to last 100,000 Hours at 25°C

Warranty: 5 Years (See ggled.net for Terms)

Mounting: Ceiling or Wall

Protection Class: IP67

Voltage: 120 VAC or 277 VAC Input

Maximum Run Length: Refer to the Table on Page 2

Ambient Temperature: -40°C to 55°C

Ordering Information

| Product | Length | Lumen Output | Color Temp. | Lens Diffusion | UV Protection | Through Wired | Voltage |
|------------|--------------------|---|---|--|---|--|------------------------------|
| GPX | | | | | | | |
| | 2 2-Foot | SO Standard Output 600 Lumens/Ft | 50K (standard) 5000 Kelvin | Blank (standard) Chemical Resistant Clear Lens | Blank (standard) No Coating, Rated for Indoor Use | Blank (standard) Connectors on Input & Output for ability to Daisy Chain fixtures | 120V 120 VAC Input |
| | 4 4-Foot | HO* High Output 1000 Lumens/Ft | 40K* 4000 Kelvin *N/A in 2' HO | GC (glare control) Chemical Resistant Lens with Added Diffusion Sheet | UVO Outdoor-Rated with UV-Blocking Coating | SE (Single-Ended) Connector on Input Only, No Daisy Chain, for Standalone Install | 277V 277 VAC Input |
| | 6 6-Foot | *Available in 2', 4' & 8' only | | | | | |
| | 8 8-Foot | | | | | | |

Power & Connection Accessories

| Cable | Type | Length | Wire | Mounting Hardware | Description |
|--|--------------|--------|-------------|-------------------|----------------------------|
| *No Jumper Cable Required on End-to-End Connection | | | | | |
| GPX-JMP-1 | Jumper | 1ft | 18 AWG SJTW | GPX-MNT-NM | Non-Metallic Quick Latch |
| GPX-JMP-2 | Jumper | 2ft | 18 AWG SJTW | GPX-MNT-SS | Stainless Steel Bolt Latch |
| GPX-JMP-4 | Jumper | 4ft | 18 AWG SJTW | | |
| GPX-JMP-8 | Jumper | 8ft | 18 AWG SJTW | | |
| GPX-LDR-10 | Leader Cable | 10ft | 18 AWG SJTW | | |
| GPX-LDR-25 | Leader Cable | 25ft | 18 AWG SJTW | | |

*For serviceability and expansion/contraction considerations G&G limits the number of luminaires connected end-to-end (without a jumper cable) to a maximum of 4.

Rev Date 22 1108

STRONG.

SIMPLE.

COMPACT.

DENALI - SIGN STAR STYLE "B" LED (INTEGRAL)

IP66 RATED

DATE: _____ PROJECT: _____ TYPE: _____

CATALOG NUMBER LOGIC:



CATALOG NUMBER LOGIC

Example: SN - 48 - B - DE - LED - TR - x99 - FL - VER - 12 - 11 - C - SC - INC - 120

MATERIAL

Aluminum

SERIES

SN - Sign Star

STEM LENGTH

24" (Standard), 30", 36", *42", or *48"

STYLE

B - 180° Radius

FIXTURE

DE - Denali Series

SOURCE

LED - Chip on Board (COB) Technology

HOUSING

TR - Integral Driver

LED TYPE

| | | |
|------------------------|------------------------|---|
| x98 - 13W/2700K/80CRI | x101 - 13W/2700K/90CRI | ✓ |
| x99 - 13W/3000K/80CRI | x102 - 13W/3000K/90CRI | ✓ |
| x103 - 13W/3500K/80CRI | x104 - 13W/3500K/90CRI | ✓ |
| x100 - 13W/4000K/80CRI | x121 - 13W/4000K/90CRI | ✓ |
| x122 - 21W/2700K/80CRI | x126 - 21W/2700K/90CRI | ✓ |
| x123 - 21W/3000K/80CRI | x127 - 21W/3000K/90CRI | ✓ |
| x124 - 21W/3500K/80CRI | x128 - 21W/3500K/90CRI | ✓ |
| x125 - 21W/4000K/80CRI | x129 - 21W/4000K/90CRI | ✓ |

OPTICS

SP - Spot (17°) FL - Flood (45°) WFL - Wide Flood (55°)

FINISH (See page 2 for full-color swatches)

Standard Finishes (BZP, BZW, BLP, BLW, WHP, WHW, SAP, VER)

Premium Finish (ABP, AMG, AQW, BCM, BGE, BPP, CAP, CMG, CRM, HUG, NBP, OCP, RMG, SDS, SMG, TXF, WCP, WIR)

Also available in RAL Finishes

LENS TYPE**

9 - Clear (Standard)

12 - Sot Focus 13 - Rectilinear

SHIELDING**

11 - Honeycomb Baffle

CAP STYLE

A - 45°

B - 90°

C - Flush

D - 45° Less Weephole (Downward Aiming Only)

E - 90° Less Weephole (Downward Aiming Only)

OPTION

SC - Safety Cable w/ Mounting Canopy (standard with 42" and above)

*Requires Safety Cable (SC).

**Accommodates up to 2 lens/shielding media.

***120V only.



TITLE 24, JA8 COMPLIANT