

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, JULY 25, 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, July 11, 2023**
  - B. **Approve City and Utility Reports:**
    - I. **Electric, Water and Sewer Sales Report – June 2023**
    - II. **Utility Related Write Offs for July - \$12,616.67**
  - C. **Minutes acknowledged for filing - Housing Authority: July 5 – Joint Review Board: July 6 – Police and Fire Commission: July 7 – Plymouth Community Television: June 19 – Redevelopment Authority: July 13**
  - D. **Approve Application for Event: Republican Party of Sheboygan County – Freedom Fest, to be held August 26, 2023 4 PM – 7 PM**
  - E. **Approve Street Use Permit from PJ Cambell’s Depot for August 11, 2023 on Depot Rd. Reed St. North to Stafford. – Approved by DPW and Police**
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. **Resolutions:**
  - A. **No. 12 Creating the City of Plymouth Redevelopment Authority Revolving Loan Fund - City Administrator/Utilities Manager, Tim Blakeslee**
7. **Ordinances:**
  - A. **No. 7 Amending Section 2-4-3(a) and (b) regarding the composition of the Revolving Loan Fund Committee - City Administrator/Utilities Manager, Tim Blakeslee**
8. **New Business:**
  - A. **TIF Presentation/Financial Update from Ehlers – City Administrator/Utilities Manager, Tim Blakeslee and Phil Cosson**

**9. Entertain a motion to go into closed session for the following:**

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

**10. Entertain a motion to go into open session**

**11. Discussion and possible action on closed session item**

**12. Adjourn to 7:00 PM on Tuesday, August 8, 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, JULY 11, 2023 COMMON COUNCIL MEETING  
128 SMITH ST. PLYMOUTH, WI 53073**

**UNOFFICIAL MINUTES**

1. **Call to order and roll call:** Mayor Donald Pohlman called the meeting to order at 7:00 PM. On the call of the roll, the following Alderpersons were present: Greg Hildebrand, 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, Police Chief Ken Ruggles, Director of Public Works Cathy Austin, and City Clerk/ Deputy Treasurer Anna Voigt.
2. **Pledge of Allegiance**
3. **Approval of the Consent Agenda (Alderpersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Gilson/Herrmann 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, June 27, 2023**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 6/1/23 – 6/30/23**
  - C. **Minutes acknowledged for filing – Police and Fire Commission: June 6 – Committee of the Whole: June 27**
  - D. **Building Report for June 2023 – 54 permits at \$1,852,597**
  - E. **Approve Cigarette and Tobacco License for Plymouth Retail LLC at 105 E Mill St.**
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: Neil Suemnicht and John Roehre both spoke out against the Nut Hill project.
5. **Items removed from Consent Agenda:** None
6. **New Business:**
  - A. **Exterritorial Land Division Seeking Approval via CSM; Property location – Part of the Southwest ¼ of the Northwest ¼ of Section 23, T15N-R21E, Town of Plymouth, Sheboygan County, Wisconsin.** – City Administrator/Utilities Manager Blakeslee explained that property owner Luedke Farms, Inc would like to divide a portion of parcel 59016218670 in the Town of Plymouth into Lot 1 and Outlot 1. The City of Plymouth serves as the extraterritorial plat review jurisdiction for this property. The Plan Commission recommended the Common Council to approve the CSM. Motion was made by Hildebrand/Penkowitz to approve Exterritorial Land Division via CSM. Property Location – The West ½ of the Northwest ¼ of

Section 20, T15N-R22E, Town of Sheboygan Falls, Sheboygan County, Wisconsin. Upon the call of the roll, all voted aye. Motion carried.

- B. Approval of Project Commitment Agreement with American Transmission Company** – City Administrator/Utilities Manager Blakeslee explained that item B. and C. together because they are interrelated agreements. ANR Pipeline is a current customer of Plymouth Utilities. ANR is planning to expand its natural gas to Kewaskum Compressor Station by installing two 4,160-volt 3,750-hp motors, which is expected to result in an increase of ANR’s peak load requirements at KCS to approximately 7,385kW. To serve this new load, Plymouth Utilities agreed to construct a new substation by the end of 2025 via a Substation Agreement with ANR in December 2022. Motion was made by Hildebrand/Tauscheck to approve Project Reimbursement Agreement with ANR Pipeline Company subject to final attorney/staff concurrence and approval. Upon the call of the roll, all voted aye. Motion carried.
- C. Approval of Project Reimbursement Agreement with ANR Pipeline Company** – Motion was made by Herrmann/Tauscheck to approve project Commitment Agreement with American Transmission Company subject to final attorney/staff concurrence and approval. Upon the call of the roll, all voted aye. Motion carried.

## 7. Committee Updates

- A. **Housing Committee** – Alderperson Nelson gave an update on the Housing Ad hoc Committee. During the meetings they have talked about zoning problems, school compacity, and water / sewer concerns.

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

pursuant to Wis. Stat. 19-85 (1)(c) considering employments, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding City Treasurer/Deputy Clerk and City Clerk/Deputy Treasurer

## 9. Entertain a motion to go into open session: Motion was made by Nelson/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 Resolution #11 amending the compensation for the City Treasurer/Deputy Clerk & Clerk/Deputy Treasurer positions. Upon the call of the roll, all voted aye. Motion carried.

## 11. Adjourn to 7:00 PM on Tuesday, July 25, 2023: Motion was made by Tauscheck/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

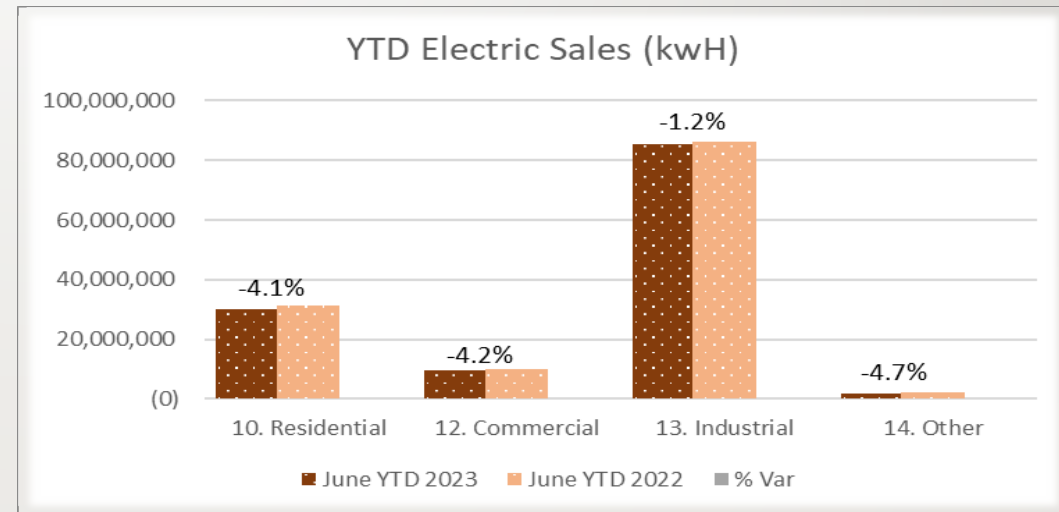
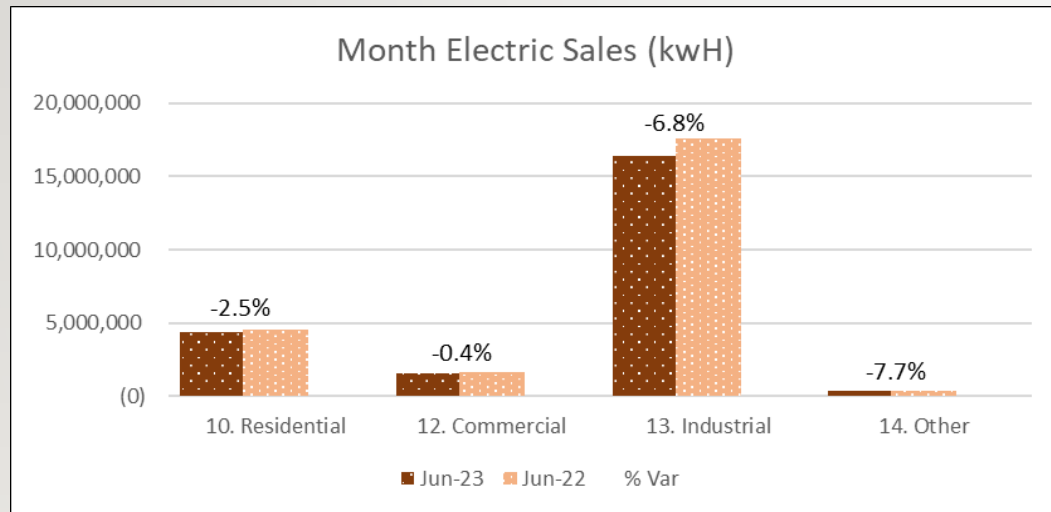


# Plymouth Utilities

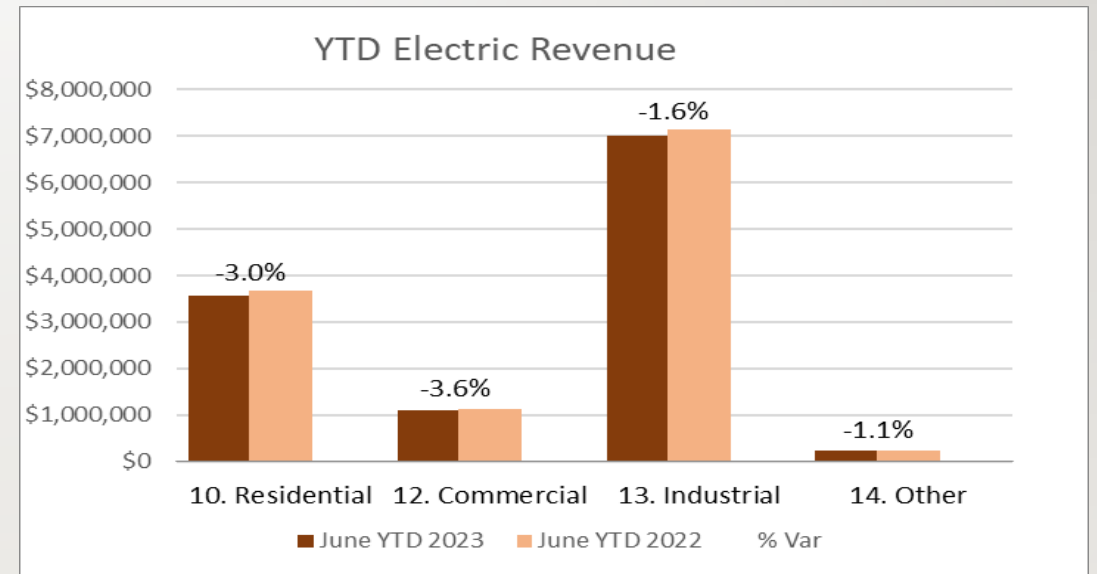
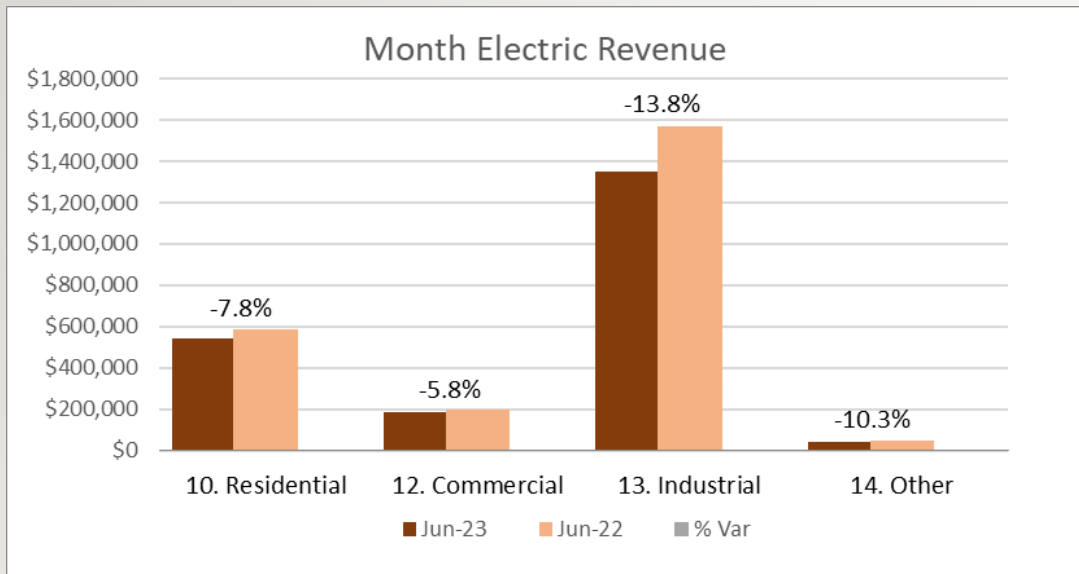
JUNE 2023

SALES & REVENUE

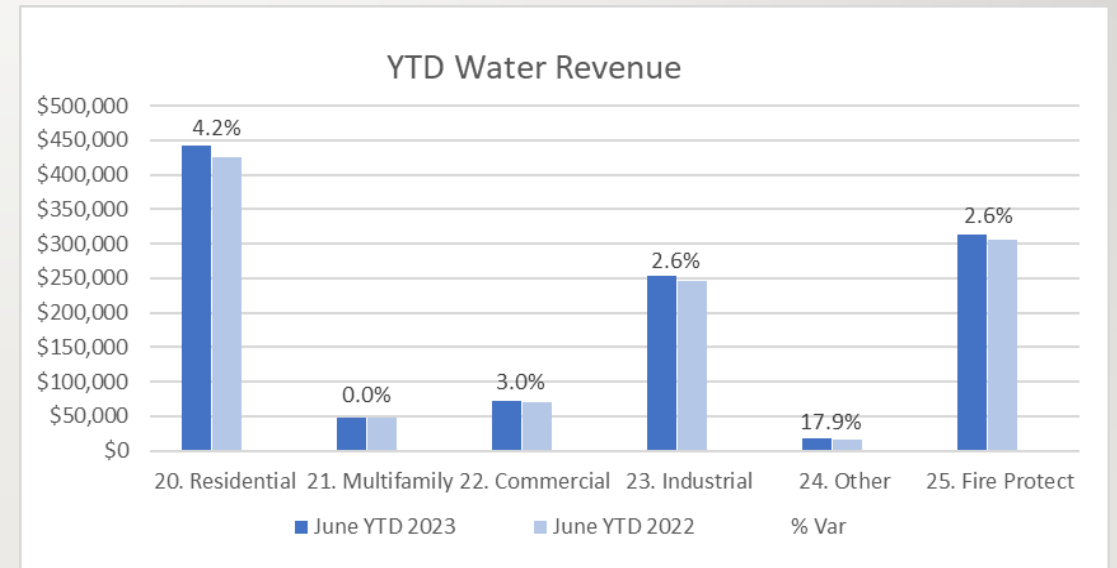
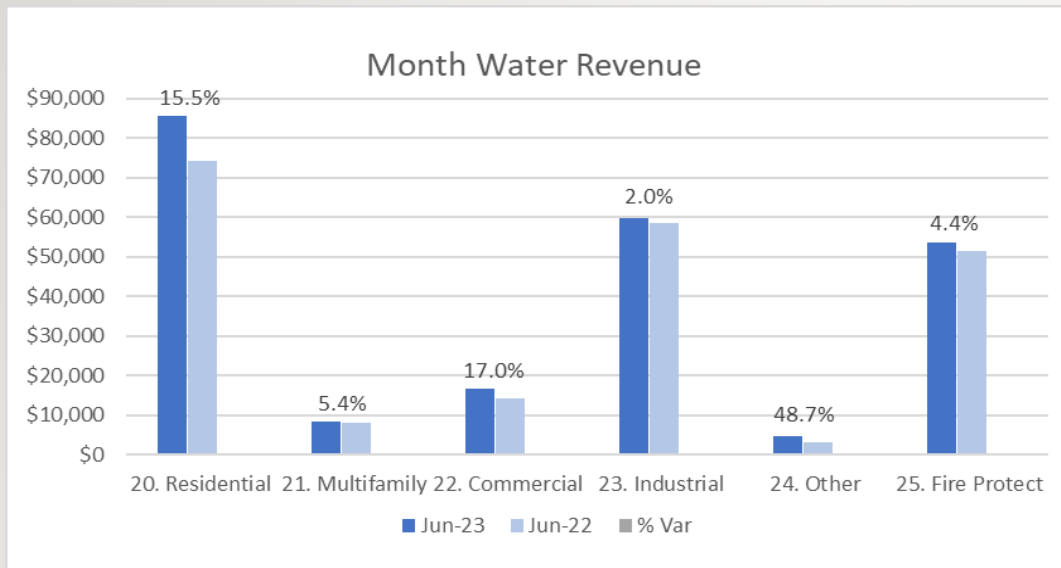
# June 2023 Electric Sales



# June 2023 Electric Revenue

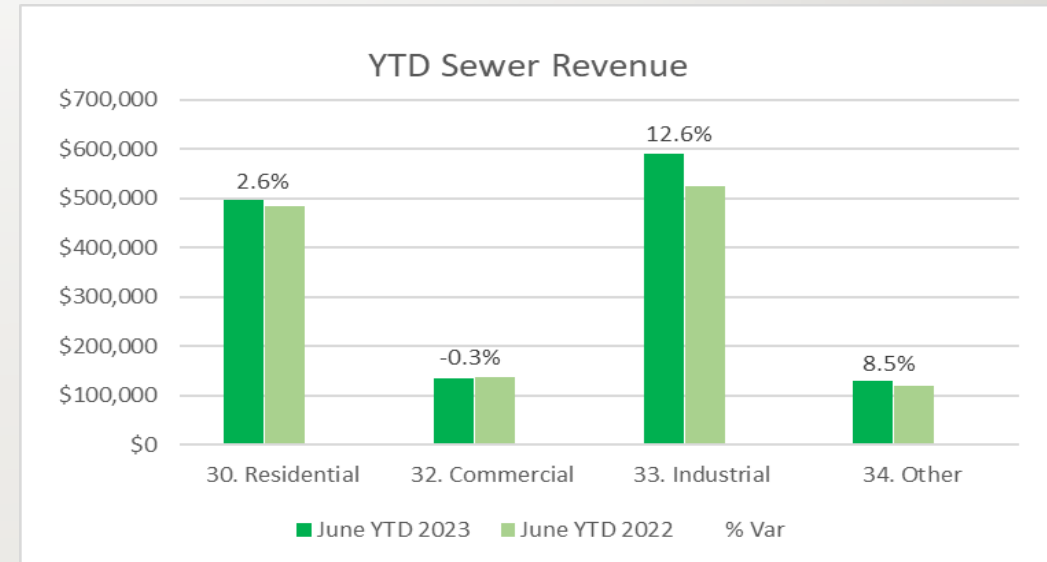
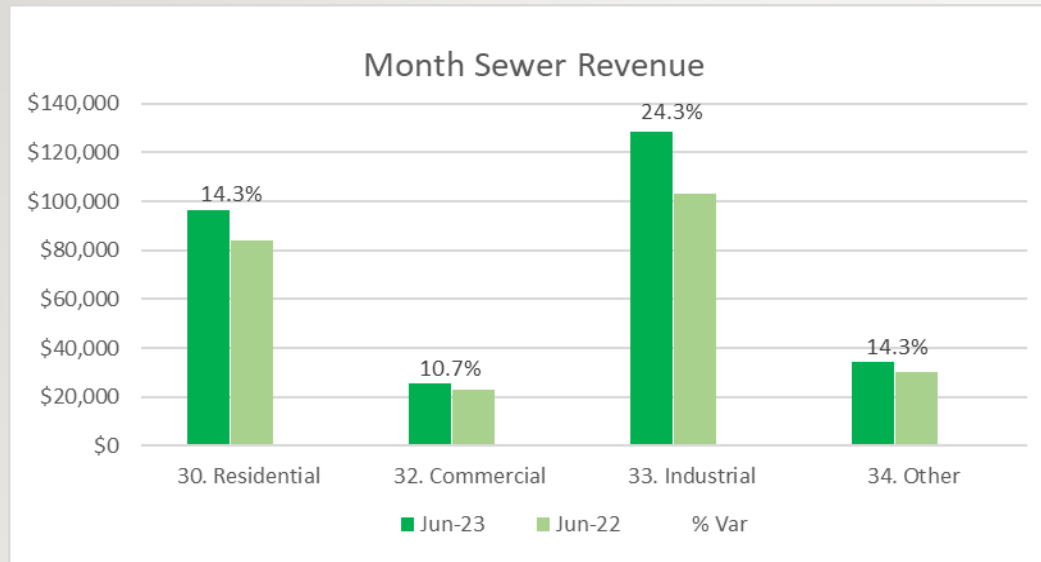


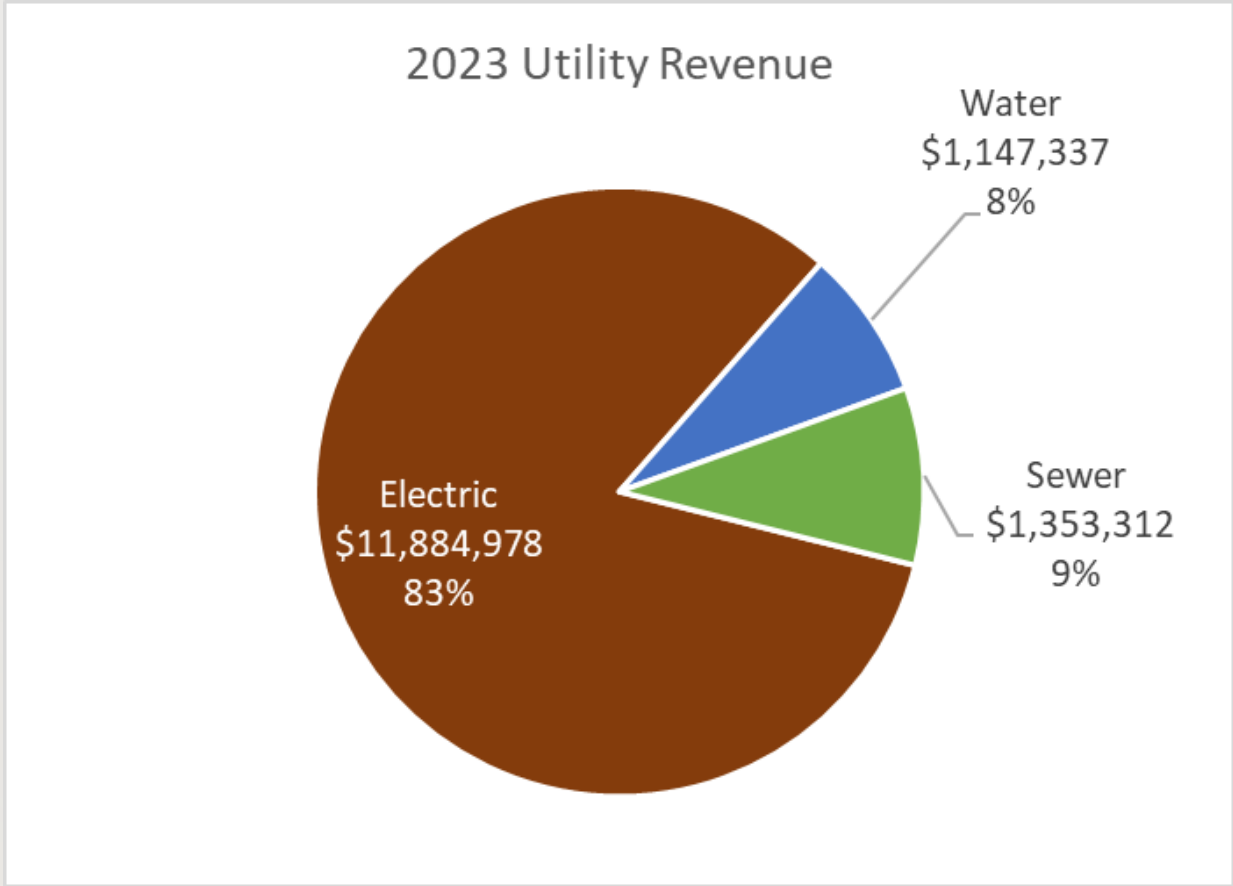
# June 2023 Water Revenue





# June 2023 Sewer Revenue





Report Criteria:

Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
<b>Write Off</b>									
<b>07/13/2023</b>									
RONN, CHERYL	6.88.80632.24	Write	3	WRITE-OFF SDC			207.88-	M	Multiple
PHILLIPS-KLIND, JOSH	11.87.32377.30	Write	4	WRITE-OFF SDC			1,023.52-	M	Multiple
PREUSS, SETH	11.88.33571.21	Write	2	WRITE-OFF IN-HOUSE			27.58-	M	Multiple
FISCHER, ANDREW	15.87.07502.12	Write	5	WRITE-OFF SDC			498.03-	M	Multiple
PILCHER-MITCHELL, THO	18.87.22418.10	Write	1	WRITE-OFF SDC			214.97-	M	Multiple
Total 07/13/2023:							<u>1,971.98-</u>		
Total Write Off:							<u>1,971.98-</u>		
Grand Totals:							<u>1,971.98-</u>		

Report Criteria:

Types Selected: Balance Write-offs

Name	Customer Number	Type	Invoice/Reference	Description	Applied To Invoice	Check Number	Amount	Category
<b>Balance Write-offs</b>								
<b>07/13/2023</b>								
SCOTT WILLIAM W	91650	Balance Write-offs	1	WRITE-OFF SDC	5160		6,232.19-	
ANDREW NASS	91326	Balance Write-offs	2	WRITE-OFF SDC	5159		4,000.00-	
SMARTSKY NETW	91612	Balance Write-offs	3	WRITE-OFF IN-HOUSE	4984		412.50-	
Total 07/13/2023:							<u>10,644.69-</u>	
Total Balance Write-offs:							<u>10,644.69-</u>	
Grand Totals:							<u><u>10,644.69-</u></u>	

# 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 9:04 AM, July 5th, 2023 by Chairperson Linda Opitz

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

#### PROCEEDINGS

1. The minutes of the June 7th 2023 meeting were read. After review of the minutes, a motion was made by Commissioner Vollbrecht and second by Commissioner Groshuesch to approve the minutes. The motion was carried.
2. Recognition of tenant concerns:
  - a. All units filled. No notices given.
  - b. Tenant Association garage sale went well. Lots of items sold.
3. The June 2023, Income and Expense report was reviewed. A motion was made by Commissioner Groshuesch and second by Commissioner Olig to approve the financial report. The motion carried.
4. The July 2023 invoices were reviewed and discussed and questions were answered by the Executive Director. Commissioner Olig moved that all invoices be paid with Commissioner Vollbrecht seconding the motion. The motion carried.

## SECRETARY'S REPORT

1. Annual rent reviews completed.
2. Annual inspections started.
3. Have been painting the outside surface of all front doors. 35 of 60 are complete.
4. Director will be on vacation July 14th through the 24<sup>th</sup>.

## Old Business

1. Capital funds 2023.
  - a. Adding stoves and boiler to annual plan. Still waiting for approval from HUD. Will be emailing Program Specialist to fine out status and try to add residing garages.
  - b. Executive Director Wage review; A motion by Commissioner Vollbrecht to go into closed session to discuss Executive Directors wage review, Second by Commissioner Groshuesch, motion carried.
  - c.

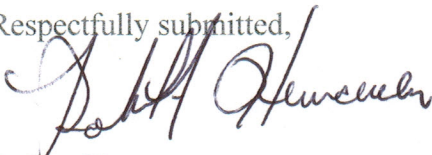
## NEW BUSINESS

1. Executive Directors wage review: A motion by Commissioner Groshuesch to increase the Executive Directors wage by 4%, the motion was seconded by Commissioner Vollbrecht. Motion carried.

There was no further business to come before the Commissioners of the Authority. A motion to adjourn at 9:40 by Commissioner Olig and seconded by Commissioner Groshuesch the motion carried.

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

Respectfully submitted,



Robert Hemauer

Executive Director

**CITY OF PLYMOUTH  
JOINT REVIEW BOARD  
MONDAY, JULY 11, 2022  
ROOM 210, PLYMOUTH CITY HALL, 128 SMITH STREET, PLYMOUTH, WI**

**Official Meeting Minutes**

**I. Call to Order/Roll Call** The Joint Review Board held a meeting on Monday, July 11, 2022 at 8:00 am. Members present were Mayor Pohlman, Grace Meyer, Tom Wegner, Amy Williams, Monica Nichter. Interim City Administrator/Utilities Manager Cathy Austin, City Treasurer Brenda Hanson and City Clerk Anna Voigt were also present.

**II. Approve July 21, 2021 Meeting Minutes.** Motion by Wegner, seconded by Williams to approve the meeting minutes with date correction. Unanimous aye vote was cast.

**III. Review of Tax Incremental Finance District #4, #5, and #6 Annual Reports and Status.** Interim City Administrator/Utilities Manager Austin reviewed the 2021 TID Annual Reports for TID's 4,5 and 6. The board discussed the reports. Austin mentioned TIF 4 has a mandatory termination date in 2024. Mayor Pohlman stated with the closing of TID 4 the City will probably open a new one. Discussion concluded.

**IV. Approve Resolution 01-2022 of the Joint Review Board acknowledging filing of annual report and compliance with the annual meeting requirement.** Motion by Wegner, seconded by Williams to approve the resolution as presented. On the call of the roll, all voted aye. Motion carries.

**Adjournment.** Unanimous aye vote to adjourn the meeting. Motion carried.

Respectfully Submitted by Anna Voigt, City Clerk

City of Plymouth  
Police and Fire Commission Meeting  
Tuesday, June 11, 2023 @ 8:30 A.M. Room 210  
Plymouth City Hall, 128 Smith Street, Plymouth, WI 53073

Members Present: President Mark Melcher, Vice President James Flanagan, Secretary Warren Wieser, Sam Suchon, Gary Rooker, Police Chief Kenneth Ruggles, Deputy Police Chief Matthew Starker, Officer David Koball, and Fire Chief Ryan Pafford

The meeting was call to order at 8:30 A.M. in Room 210 @ City Hall, located at 128 Smith Street, by President, Mark Melcher.

A motion was made by Jim Flanagan and seconded by Sam Suchon to approve the Police and Fire Commission meeting minutes of June 6, 2023. Motion carried.

Plymouth Police Department update by Police Chief Kenneth Ruggles and Deputy Chief Matthew Starker.

Plymouth Fire Department update by Chief. Ryan Pafford.

Review of PFC By-Laws was continued.

Motion for adjournment at 9:40 A.M. Motion made by Sam Suchon and seconded by Warren Wieser. Motion carried.

Submitted on the 11<sup>th</sup> day of June 2023.

Warren Wieser--- Secretary





**PLYMOUTH COMMUNITY TELEVISION  
BOARD MEETING 06/19/2023**

**Checking: 367.73**  
**Unrestricted: 1,699.43**  
**Restricted: 8,559.35**

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

Gray reported there are no equipment updates at this time. Plymouth Dirt Track Racing is going very well. He said summer park band concerts will be filmed and the upcoming Cheese Fest parade will be filmed

Mike advised that all went well with the High School graduation in the park and is being televised. Upon conferring with Konrad he asked that any major purchases be held off until August. There was a question about the sound on TV-14 for Action-14 and appears that has been addressed. School Board meeting is scheduled for June 20<sup>th</sup> and will be filmed.

Action-14 line up for June 20<sup>th</sup>; Mayor Pohlman, Donna Hahn and Dan Mella. Veteran to veteran will have a show and the theme will be Women in the Military

**Next scheduled Board meeting Monday June 17<sup>th</sup>, 2023 5:00 PM at the High School**

Respectfully submitted

Konrad Kaczowski

## UNOFFICIAL MINUTES

### PLYMOUTH REDEVELOPMENT AUTHORITY CITY OF PLYMOUTH, WISCONSIN

THURSDAY JULY 13, 2023

- 1. Call to order and roll call:** Chairman Gentine called the meeting to order at 7:30 AM. Members present were Lee Gentin, Donna Hahn, John Nelson, Randy Schwoerer, Ronna O'Toole, and Ken Pannier. Tim Blakeslee, Anna Voigt, Mary Hauser, Alder. Penkwitz and Patrick Campbell were also in attendance.
- 2. Approval of Meeting Minutes from the June 15, 2023 meeting** Motion was made by Nelson/Schwoerer to approve the minutes from June 15. A unanimous aye vote was cast. Motion carried.
- 3. Public Hearing – Revolving Loan Fund Program: RDA Project Plan #3 and Revolving Loan Fund Program Manual:** Blakeslee gave a brief overview of the Revolving Loan Fund Program. Chairman Gentine opened the public hearing. With no comments from the public Gentine closed the hearing at 7:39 AM.
- 4. Approve Resolution 2 Creating the City of Plymouth Redevelopment Authority Revolving Loan Fund:** Motion was made Hahn/Schwoerer to approve Resolution 2 Creating the City of Plymouth Redevelopment Authority Revolving Loan Fun. A unanimous aye vote was cast. Motion carried.
- 5. Discussion and possible action on interest of a pocket park in the Strutz Financial Building Space:** Gentine handed out quotes and layout from 3 consultants he reached out to do landscape the pocket park. The committee reviewed material from Landmark Landscaping, Restoration Gardens, and Otter Creek. The committee went over a few concerns one of them being curbing around the park. The committee decided to go ahead and get more information from the landscaping companies. More information will be presented at the next meeting.
- 6. Communication – Letters, E-mails, or Reports Related to the Redevelopment Authority (Staff, Chairperson, Members etc.) :** Various members gave information about different events going on in the community.
- 7. Adjournment:** Motion was made by Schwoerer/O'Toole to adjourn. A unanimous aye vote was cast. Motion carried.



# City of Plymouth Parks & Youth Center Rental Agreement

These facilities are rented on a First Come – First Serve basis.

Rental of Park Facilities for the current year will begin on the first Monday in February of that year.

Application Date 06/21/2023 Date of Rental 08/26/2023  
 Park Plymouth City Park Facility Cake Stand  
 Purpose of Rental Freedom Fest  
 Approximate # of people attending 100 Time Rented From: 4pm To: 7pm

### ENTRY INTO THE RENTED FACILITY GRANTED ON THE DAY(S) OF RENTAL ONLY.

Applicant Name/Responsible Party Republican Party of Sheboygan County  
 Address 1122 Indiana Avenue City Sheboygan  
 Home Phone # 920.980.2011 Work Phone # \_\_\_\_\_  
 Email haleystuckmann@gmail.com

You **must** pay the entire rental fee at the time this application is made to reserve the facility.

Refunds will only be considered for cancellations within one week of the application date.

You must be at least 18 years of age to rent the City of Plymouth facilities.

#### FEE SCHEDULE FOR PARK FACILITIES:

- \$60.00 for City Residents
- \$120.00 for non-City Residents
- \$120.00 for City -based Organization
- \$240.00 for non-City based Organization

- \$50.00 Security Deposit (50 people & under)
- \$100.00 Security Deposit (51 people & over)

#### FEE SCALE FOR YOUTH CENTER:

- 0-5 Hour Rental - \$70.00 for City Residents
- Over 5 Hour Rental - \$140.00
- 0-5 Hour Rental - \$140 for non-City Residents
- Over 5 Hour Rental - \$280.00 for non-City Residents

- \$50.00 Security Deposit (50 people and under)
- \$100.00 Security Deposit (51 people & over)

**ALL PARK FACILITIES ARE CLOSED BETWEEN 10:00 PM & 6:00 AM - YOUTH CENTER MUST BE VACATED BY 1:00 AM**

#### SECURITY DEPOSITS ARE DUE AT TIME OF KEY PICK-UP

Please pick up your key and pay \$ 240 <sup>\$100</sup> security deposit at the Clerk's Office by:

Time: 11:30 Date: 8/25/23

Fee Amount Paid: 240 Cash or check #: 2071 Staff Initials: AV

FOR CONCERNS AFTER NORMAL CITY HALL HOURS – CONTACT THE PLYMOUTH POLICE AT 920-893-6541

• **PARKS AVAILABLE TO RENT:**

1. Band Shell: City Park / 203 Suhrke Road
2. Cake Stand: City Park / 203 Suhrke Road
3. Lower Shelter: City Park / 203 Suhrke Road
4. Rotary Park Shelter: 903 E. Clifford Street
5. Nutt Hill Shelter: 750 W. Main Street
6. Lone Oak Shelter: 2245 Valley Road
7. Stayer Park Band Shell: 39 S. Stafford Street
8. Youth Center: 609 North Street
9. Certain picnic areas at City Park are available to rent with no fee.

PARKS OPEN – FIRST WEEKEND IN MAY

MAY – WEEKEND RESERVATIONS ONLY – RESTROOMS OPEN 9:00 AM – 7:00 PM

MEMORIAL DAY TO 1<sup>ST</sup> FRIDAY AFTER LABOR DAY - WEEKDAYS AND WEEKENDS – RESTROOMS OPEN 9:00 AM – 9:00 PM

SEPTEMBER – WEEKEND RESERVATIONS ONLY – RESTROOMS OPEN 9:00 AM – 3:00 PM

PARKS CLOSE – AFTER 3<sup>RD</sup> WEEK IN OCTOBER

- If a business/corporation/non-profit organization event is over 50 people, you must fill out an Application for Event Form, furnish proof of insurance liability coverage, and pay a \$100 security deposit.

In entering the agreement, I will uphold the following City of Plymouth policies and ordinances. Any violations will be just cause for the denial of future reservations in the City of Plymouth parks or facilities:

- To cancel this rental, please call City Hall, (920) 893-1271, 24 hours in advance between 7:30 am and 4:00 PM M-F
- Any person, organization, or corporation reserving any park area or facility in the City of Plymouth shall agree to assume full responsibility for all damage to City property and shall make full payment upon billing by the City Clerk.
- Renters must pick up keys by the last business day before their scheduled event and are responsible for the specified security deposit listed on page one. All rental areas shall be left in clean condition, with refuse placed in containers provided for such purpose. All tables and benches shall be returned to the proper location. The security deposit will be refunded after 10:00 am on the next business day when keys to the rental facility are turned in to the Clerk's Office and it is verified that the facility has been properly cleaned. Any clean up costs by the City will be billed at \$30.00 per hour and will be deducted from the security deposit.
- All accidents, incidents and misunderstanding must be referred to the City Clerk's Office within 48 hours.
- Any misrepresentations of events at facilities rented by this agreement will terminate the rental agreement and will be just cause for the denial of future reservation in the City of Plymouth Parks or Facilities.
- By signing this agreement Renter, the undersigned, agrees to indemnify and hold harmless the City of Plymouth, its agents and employees, from any and all claims and legal action for damage to personal property and/or personal injury that may be brought against the City of Plymouth as the result of his/her/ its use and rental of the above facility by any member of such organization or guest there of, and does further certify that he/she has full authority so to do.

Signature of Renter: Haley S. Stuckmann





Application for Public Event

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

Applicant Name Haley Stuckmann - Republican party of Sheboygan County Phone Number 920.980.2011
Address 4116 South 12th Street City Sheboygan Zip 53081
Are you a 501 (C-3) non-profit organization? [X] No [ ] Yes Tax Exempt #

[X] I have included my organization's proof of insurance with this form.
[ ] I am exempt from requiring proof of insurance because

Authorized Agent Russ Otten Home Phone 920.207.3894 (Clerk/Treas. Initials)
Bus. Phone

Address 1122 Indiana Avenue City Sheboygan Zip 53081

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

Type of Event: (Check all appropriate blocks)

- [ ] Athletic Activity (tournament, sports event) [ ] Parade/Street Closing (map required)
[ ] Block Party [ ] Runs/Walks (map required)
[ ] Financial Gain Event (map required) [ ] Other
[X] Community/Park Event

Event Date(s): August 26, 2023 Start/End Time: 4pm-7pm

Name of Activity Freedom Fest Purpose: Party event

Assembly Area Cake Stand Dispersal Area: Cake Stand

Estimated Attendance 150 No. of Parade Units: N/A

Location of Block Party N/A
(Block off - street from - street to)

Check all appropriate boxes:

- Yes No Yes No
[X] [ ] Admission/Entry Fee [ ] [X] Fireworks
[X] [ ] Financial Gain Activity [ ] [X] Amusement Rides
[X] [ ] Concession Sales [X] [ ] Setting Up Tents
[ ] [X] Vendor Displays/Sale [X] [ ] Amplification Equipment
[X] [ ] Electricity Needed [ ] [X] Musical Bands
[ ] [X] Portable Toilets [ ] [X] Horses/Animals
[ ] [X] Street Closure [ ] [X] Snowmobiles/ATV's
[ ] [X] Barricades Needed ( ) [ ] [X] Beer Sales\*
Quantity \*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, demand, 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 07-10-2023 Signature Haley Stuckmann
(Must be Applicant or Duly Authorized Agent)



APPLICATION FOR STREET USE PERMIT

Date 7-18-23  
9-28-23

1. Applicant/Applicants Name: AJ CAMPBELL DEPOT  
Address: PATRICK CAMPBELL 114 DEPOT ROAD  
Phone: 920-946-4818

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: 8-11-23

5. An accurate description of that portion of the street proposed to be used: DEPOT ROAD REED ST. NORTH TO STAFFORD

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

7. The proposed use, described in detail, for which the Street Use Permit is requested: JAZZ CRAWL

\$25.00 Fee – Receipt No. \_\_\_\_\_ Date \_\_\_\_\_  
Recommendation – Director of Public Works \_\_\_\_\_  
Recommendation – Chief of Police \_\_\_\_\_  
Date of Council approval \_\_\_\_\_  
Email Street Superintendent \_\_\_\_\_





## Anna V. Voigt

---

**From:** Ken Ruggles  
**Sent:** Tuesday, July 18, 2023 11:14 AM  
**To:** Cathy Austin; Anna V. Voigt  
**Cc:** Matthew Magle  
**Subject:** RE: Street Use

I'm good with it also.  
Ken

-----Original Message-----

From: Cathy Austin <CAustin@plymouthutilities.com>  
Sent: Tuesday, July 18, 2023 10:52 AM  
To: Anna V. Voigt <AVoigt@plymouthwi.gov>; Ken Ruggles <KRuggles@wiplymouthpd.com>  
Cc: Matthew Magle <MMagle@plymouthutilities.com>  
Subject: RE: Street Use

I have no issues with this request.

Cathy Austin, P.E.  
Director of Public Works/City Engineer

City of Plymouth - Public Works / Utilities  
900 CTH PP - P.O. Box 277  
Plymouth, WI 53073 phone (920) 893-1471 fax (920) 892-2760

-----Original Message-----

From: Anna V. Voigt <AVoigt@plymouthwi.gov>  
Sent: Tuesday, July 18, 2023 10:45 AM  
To: Cathy Austin <CAustin@plymouthutilities.com>; Ken Ruggles <KRuggles@wiplymouthpd.com>  
Cc: Matthew Magle <MMagle@plymouthutilities.com>  
Subject: Street Use

Good morning,

The Depot submitted a Street Use permit today for August 11. I am not in the office to pass it around for signatures, but I would like to get it on the consent agenda July 25. Please let me know if you are okay with their request.

Thank you!

-----Original Message-----

From: copier@plymouthgov.com <copier@plymouthgov.com>  
Sent: Tuesday, July 18, 2023 9:51 AM  
To: Anna V. Voigt <AVoigt@plymouthwi.gov>  
Subject: Message from "CHLanierPrt"

This E-mail was sent from "CHLanierPrt" (MP C4503).

Scan Date: 07.18.2023 10:51:05 (-0400)

Queries to: [copier@plymouthgov.com](mailto:copier@plymouthgov.com)



---

**DATE:** July 11, 2023

**TO:** Mayor and Common Council

**FROM:** Tim Blakeslee, City Administrator/Utilities Manager

**RE:** **Discussion on Resolution #12 Creating the City of Plymouth  
Redevelopment Authority Revolving Loan Fund**

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**Background:**

The City of Plymouth has a Revolving Loan Fund Program (RLF) 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 of the CBGD-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. At the end of 2022, the RLF fund balance was approximately \$2.4 Million with \$1.0 million currently available for loans. The City did initiate an interfund loan from the RLF of \$750,000 to TID#5 to finance the construction of the E Clifford Street project in 2023. The loan to TID#5 will be paid back to the RLF by 2028. Another ~\$500,000 interfund loan to TID#4 will be paid back to the RLF in 2024.

The City of Plymouth Finance and Personnel committee directed staff to develop the program on March 14, 2023. The RDA reviewed the draft program on April 27, 2023 and June 8, 2023. The City of Plymouth Common Council Committee of the Whole reviewed the draft program on June 27, 2023.

The new Revolving Loan Fund Program is intended to meet the following objectives:

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

Wis. Stat. § 66.0627(8) provides authority to a City to make loans for certain purposes. An RFL program is not specifically identified as one of those purposes. As a result, the City requests the RDA host the program, with the program being funded and managed by the City. An RDA is specifically permitted in state law to host in RLF. The RLF Committee, which is appointed by the

Common Council, would vet and recommend loans to the Common Council for approval. Upon Common Council approval, the RDA could enter into a Loan agreement with the applicant. As proposed, an RDA representative would be appointed to the Revolving Loan Fund Committee.

In addition, as part of the RLF Program, the RDA and Council must also approve a Redevelopment Project Plan to identify the statement of purpose and applicable locations for an RLF. The RDA must review and confirm that the project plan adheres to the City's 2022 Comprehensive Plan (The Comprehensive Plan Can be found here: <https://plymouthgov.com/documents>). The full draft of RDA Project Plan #3 is included as Attachment #2. The scope of Project Plan #3 focuses on the following:

*Scope: In fulfilling the mission of the Authority and the goals and objectives of the City of Plymouth to influence economic growth and elimination of blight, it is necessary and appropriate for the Authority to facilitate the loaning of funds in the City of Plymouth Revolving Loan Fund (RLF) to facilitate site improvements, facilitate construction or demolition, create jobs, increase tax increment, and additional activities as provided by statute and the City of Plymouth Common Council to enhance the community's ability to attract new residents, create residential development and attract and retain businesses and industries to the Project Area.*

At the meeting on July 13, 2023 the RDA approved resolution 2023-2 Creating the City of Plymouth Redevelopment Authority Revolving Loan Fund which includes RDA Project Plan No. 3 and an updated Revolving Loan Fund Manual.

**Recommendation:** Approve Resolution #12 Creating the City of Plymouth Redevelopment Authority Revolving Loan Fund as outlined. The *Common Council must also approve with a 2/3 vote because of the incorporation of RDA Project Plan No. 3.*

**Attachments:**

1. Resolution #12
2. RDA Project Plan #3
3. Draft Revolving Loan Fund Manual

**CITY OF PLYMOUTH, WISCONSIN**

**RESOLUTION NO. 2023-\_\_\_\_\_**

A Resolution of the City of Plymouth Common Council Creating the  
City of Plymouth Redevelopment Authority Revolving Loan Fund

**WHEREAS**, pursuant to Wis. Stat. § 66.1333(6) the City of Plymouth is granted the authority for development of a comprehensive plan of redevelopment and urban renewal including blight elimination and prevention within the City of Plymouth, Sheboygan County, Wisconsin; and

**WHEREAS**, the Redevelopment Authority of the City of Plymouth (“RDA”) has determined that establishing a revolving loan fund is necessary and appropriate to fulfill the goals and objectives of blight elimination and prevention by spurring economic development; and

**WHEREAS**, pursuant to Wis. Stat. § 66.1333(6)(b)(3) the RDA held a public hearing on July 6, 2023 and thereafter approved a resolution establishing Project Plan No. 3 and the Revolving Loan Fund Program; and

**WHEREAS**, no taking of property for urban renewal will occur in carrying out Project Plan No. 3; and

**WHEREAS**, before the RDA may implement Project Plan No. 3, the Common Council of the City of Plymouth must approve said plan by a two-thirds majority vote.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

Section 1. Approving Project Plan No. 3 and Revolving Loan Fund Manual. The City hereby approves Project Plan No. 3, establishing the Revolving Loan Program within the City of Plymouth and the Revolving Loan Fund Manual dated June 28, 2023 and on file in the City Clerk’s Office.

Section 2. Appointment of City of Plymouth Common Council. The City of Plymouth Common Council hereby accepts appointment as agent of the RDA in administering the Revolving Loan Fund as more fully set forth in the Revolving Loan Fund Manual, pursuant to the authority under Wis. Stat. §§ 66.0103 and 66.1333(5).

Adopted: \_\_\_\_\_, 2023.

CITY OF PLYMOUTH

By: \_\_\_\_\_  
**Donald O. Pohlman, Mayor**

By: \_\_\_\_\_  
**Anna Voigt, Clerk**

**CERTIFICATION**

I hereby certify that the foregoing Resolution was duly adopted by the City of Plymouth, Wisconsin on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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**Anna Voigt**, Clerk

R:\CLIENT\10745\00001\00214419.DOCX

REDEVELOPMENT AUTHORITY OF THE CITY OF  
PLYMOUTH

REDEVELOPMENT PROJECT  
PLAN NUMBER THREE (NO. 3)

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PLYMOUTH RDA REVOLVING LOAN  
FUND (RLF) PROGRAM

128 SMITH STREET  
PLYMOUTH, WI 53073

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## I. STATEMENT OF PURPOSE

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The Redevelopment Authority of the City of Plymouth, Wisconsin (the “Authority”), is a redevelopment authority organized by the City of Plymouth, Wisconsin (the “City”), and existing under and pursuant to the laws of the State of Wisconsin and is authorized by Wis. Stat. § 66.1333 and 66.1335, as amended (hereinafter sometimes referred to as the “Act”), to carry out the following purposes:

- (a) Prepare redevelopment plans and carry them out within the city limits.
- (b) To enter into any contracts determined by the authority to be necessary to effectuate the purposes of Wis. Stat. § 66.1333.
- (c) To enter into contracts with redevelopers of property containing covenants, restrictions and conditions regarding the use of the property in accordance with a redevelopment or urban renewal plan, and other covenants, restrictions, and conditions that the authority considers necessary to prevent recurrence of blighted areas or to effectuate the purposes of Wis. Stat. § 66.1333.
- (d) To provide for the elimination and prevention of substandard, deteriorated, slum and blighted areas and blighted properties through redevelopment and other activities through the utilization of a Revolving Loan Fund (RLF) Program with redevelopers to carry out the purposes of Wis. Stat. § 66.1333.
- (e) To exercise other powers that may be required or necessary to effectuate the purposes of Wis. Stat. § 66.1333 in implementing the RLF Program.

With the approval of the City of Plymouth Common Council, this Project Plan shall be effective as of **July 11, 2023**. The Common Council and Authority find that the implementation of a RLF Program will provide opportunities for redevelopment within the Project Area



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## **II. LOCATION AND BOUNDARIES OF RLF PROJECT PLAN**

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The geographic location of the project contemplated within this Project Plan shall include all parcels labeled as “Commercial/Industrial” and currently undeveloped/agricultural parcels labeled “Residential” in the 2022 Comprehensive Plan Future Land Use Map. These areas are the “project area,” as defined in Wis. Stat. § 66.1333(2m) for purposes of this Project Plan.

The map setting forth the physical boundaries of the Project Plan are set forth in detail in **Exhibit A**. The Common Council and the Authority find that the Project Area is in need of blight elimination, the prevention of the development of slums and blight, and urban renewal programs.

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## **III. EXISTING LAND USES AND CONDITIONS OF PROPERTIES**

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The City of Plymouth has Commercial, Industrial, and Residential zoning delineations included as part of the 2022 Comprehensive Plan Future Land Use Map. This Project Plan limits residential to undeveloped/agricultural parcels planned for future residential purposes. Conditions vary depending on parcel and location. The Sheboygan County Land Use GIS map provides the most up-to-date ariel view, zoning, and tax increment of each property.

All Commercial/Industrial parcels are included in the Project Plan because the 2022 Comprehensive Plan notes that “[t]he City and Town of Plymouth are forecast for growth of about 665 new jobs over the planning period. Of these new jobs, about 46 percent are forecast to be in industrial businesses, nine percent in office and commercial service businesses, 39 percent in retail businesses, and five percent in government. Employment growth may result from new businesses or the expansion of existing businesses.”

All undeveloped/agricultural parcels that are planned for Residential properties are included in this Project Plan because the 2022 Comprehensive Plan notes that “[t]he lack of housing units in Plymouth’s housing market that are available and for sale is problematic and impacts Plymouth’s ability to attain residential and business growth.”

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## **IV. LAND USE PLAN FOR PROPOSED USES OF THE AREA**

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The 2022 Comprehensive Plan Future Land Use Map outlines the proposed usage for each parcel in the City. Acceptable zoning designations as part of the Project Plan are B-1 BUSINESS OR PROFESSIONAL OFFICES DISTRICT, B-2 GENERAL BUSINESS DISTRICT, CB CENTRAL BUSINESS DISTRICT, B-3 HIGHWAY BUSINESS DISTRICT, L-I LIGHT INDUSTRIAL DISTRICT, H-I HEAVY INDUSTRIAL

DISTRICT and currently undeveloped/agricultural R-2 SINGLE-FAMILY RESIDENTIAL DISTRICT, R-3/R-3A TWO-FAMILY RESIDENTIAL DISTRICT, R-4 MULTI-FAMILY RESIDENTIAL DISTRICT, and R-5 TRADITIONAL NEIGHBORHOOD DISTRICT. An amendment of the 2022 Comprehensive Plan Future Land Use Map to reflect the inclusion of a parcel within one of the aforementioned zoning districts is acceptable to meet the land usage requirements as part of this Project Plan.

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## **V. POPULATION DENSITY**

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In general, Plymouth is home to 8,900 residents (2020). From 2000 to 2020, Plymouth gained 1,151 residents, which represents a 15 percent change and an average annual growth rate (AAGR) of 0.69 percent. Wisconsin's Demographic Services Center and Wisconsin's Department of Workforce Development also project that Plymouth's population and regional employment will continue to grow through 2042. Ensuring Plymouth has sufficient employers and housing to accommodate growth will be a key. The community's population base has steadily increased over the last several decades.

The population density of this Project Plan parcels varies based on location and zoning. Some of the Commercial parcels, particularly in the Central Business District may have limited residential units above the businesses.

Industrial zoned property should not have a residential component, unless it is a previous nonconforming use.

Undeveloped/agricultural residential property may have limited residential usage.

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## **VI. PRESENT AND POTENTIAL ASSESSED VALUE FOR PROPERTY TAX PURPOSES (INCLUSIVE)**

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2022 Assessed Value of Commercial Properties: \$234,997,800

2022 Assessed Value of Industrial Properties: \$122,798,900

2022 Assessed Value of Undeveloped/Agricultural /Forest Properties: \$225,500

There is a wide range future assessed value based on the potential project and location in the Project Plan. One of the goals (but not the only goal) of the revolving loan fund it to increase city tax increment.

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## **VII. STATEMENT OF PROPOSED SITE IMPROVEMENTS**

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In fulfilling the mission of the Authority and the goals and objectives of the City of Plymouth to influence economic growth and elimination of blight, it is necessary and appropriate for the Authority to facilitate the loaning of funds in the City of Plymouth Revolving Loan Fund (RLF) to facilitate site improvements, facilitate construction or demolition, create jobs, increase tax increment, and additional activities as provided by statute and the City of Plymouth Common Council to enhance the community's ability to attract new residents, create residential development and attract and retain businesses and industries to the Project Area.

The Authority will empower the City of Plymouth, through an intergovernmental agreement pursuant to Wis. Stat. § 66.0301, to administer the RLF Program. Such agreement will delegate authority to the City of Plymouth Revolving Loan Committee (the "Committee") to review, select, and recommend approval of loan applications to the Common Council based on the Revolving Loan Fund Manual, as adopted by the Authority and the City, and which may be amended from time to time. The Committee shall also have the authority to make policy recommendations for the administration of the RLF Program. The City is empowered to enter into loan agreements, review all promissory notes and mortgage or lien instruments, record RLF security instruments, and take such other measures as necessary to administer the Authority's RLF Program.

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## **VIII. STATEMENT OF UTILITY IMPROVEMENTS**

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This Project Plan does not contemplate any public utility improvements. Private utility improvements, which may be necessary or appropriate in conjunction with any building renovation projects, may be included as part of the redevelopment.

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## **IX. STATEMENT OF FEASIBLE METHOD OF RELOCATING RESIDENTS**

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The Project Area contains limited residential properties. This Project Plan does not contemplate relocation of residents.

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## **X. AMENDMENTS**

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As provided by Wis. Stats. Sec. 66.1333(6)(d), this Project Plan may be amended at any time as deemed necessary by the Authority and City of Plymouth Common Council

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**A. MAP EXHIBIT**

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Attach Future Land Use Map

**CITY OF PLYMOUTH REDEVELOPMENT AUTHORITY**  
**REVOLVING LOAN FUND (RLF) MANUAL**

**June 28, 2023**

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## **FOREWORD**

Pursuant to resolution \_\_\_\_\_, the City of Plymouth Redevelopment Authority (RDA) established the Revolving Loan Fund program to achieve the purposes set forth in Wis. Stat. § 66.1333 and as more fully set forth in Redevelopment Project Plan No. 3.

This Manual contains the Revolving Loan Fund (RLF) policies and procedures that have been adopted by the RDA to govern the use of the funds.

**SECTION 1. GENERAL PROVISIONS**

**1.1 PURPOSE**

The purpose of the policies and procedures contained within this manual, hereafter referred to as the Revolving Loan Fund Manual, is to present the criteria which governs the activities and management of funds made available through the City of Plymouth Revolving Loan Fund.

**1.2 OBJECTIVES**

Economic development and blight elimination and prevention activities assisted with funds made available through the Revolving Loan Fund are intended to meet the following objectives:

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

**1.3 AMENDMENTS and MODIFICATIONS**

The RDA may from time to time amend the provisions imposed by the policies and procedures contained within the Revolving Loan Fund Manual, subject to approval of the City of Plymouth Common Council.



**SECTION 2. ADMINISTRATION**

**2.1 LOAN COMMITTEE**

- (1) The City of Plymouth Revolving Loan Fund Committee shall consist of the following:
  - 1) City of Plymouth Mayor.
  - 2) 1 Alderman annually selected at the organizational meeting.
  - 3) 1 RDA Member appointed by the City of Plymouth Mayor, subject to common council approval.
  - 4) 4 public members appointed by the City of Plymouth Mayor, subject to common council approval.
  - 5) RLF Administrator – designee by City of Plymouth Administrator (Non-voting)
- (2) The Loan Committee shall have the authority to review, select, and recommend approval of applications to the Common Council. The Committee shall also have the authority to make policy recommendations for the administration of the program. The Common Council, upon recommendation from the Committee, shall review and approve loans pursuant to the terms of this Manual.
- (3) The RLF Administrator shall explain the program to prospective applicants, provide written information, assist applicants in completing applications, and facilitate requests for financing.
- (4) The RLF Administrator in concert with City of Plymouth staff and other service providers shall review all financial statements and loan amortization schedules of RLF loan recipients
- (5) The City of Plymouth Finance Director or designee will maintain the RLF accounting records which shall be segregated from other City accounts.
- (6) The City Attorney shall prepare all loan agreements, prepare and review all promissory notes and mortgage or lien instruments, record RLF security instruments, and counsel the Loan Fund Committee on legal matters.
- (7) The RLF Administrator shall be responsible for the maintenance of all other records for the RLF, particularly those related to the expenditures of the RLF monies for program administration purposes.

**2.2 MEETINGS**

Revolving Loan Fund Committee meetings shall be held on an as-needed basis. Meetings shall be subject to Wisconsin Open Meetings Laws pursuant to Wisconsin Statutes, Sections 19.31 through 19.39. A majority of the Committee in attendance at a meeting constituting a quorum shall be required for official Committee action. Official actions must have the support of the majority of the total Committee. Vacant positions on the Committee shall be counted in determining the total number of Committee members.

## 2.3 RECORDS

Written records of all loan program activities, including meetings, loan applications, and related documents, shall be maintained in appropriate files. All files shall be maintained in a secure place with limited access by authorized personnel. The City Attorney shall be consulted in regard to compliance with state and municipal open record laws.

The following files shall be established and maintained for each loan recipient:

- (1) **Loan Application File:** This file contains all pre-application, application business financial statements, personal financial statements, credit reports, business plan documents, and other supporting loan information submitted to the Loan Committee, including all applicable correspondence. This permanent file will also contain a summary of the analysis, recommended actions for the application, and a copy of the minutes for the Loan Committee meeting summarizing the action recommended on the loan request and a copy of the minutes for the Common Council showing the action taken. This file will be maintained by the City of Plymouth Administrator.
- (2) **Loan Closing File:** This file contains copies of all loan-closing documents. All legal documents from the loan closing, including security instruments, the note and other applicable correspondence shall be placed in a locked safe. The City Attorney shall be involved in helping create and complete this file to ensure complete loan documentation. Copies of the loan closing documents, and an amortization schedule will be provided to the loan recipient, along with an invoice, if applicable, for loan closing and servicing fees. This file will be maintained by the City of Plymouth.
- (3) **Progress Report, Site Visit & Financial Statements Monitoring:** The RLF Administrator shall make periodic site visits to verify information in the progress report and financial statements. Site visits shall be conducted periodically to each loan recipient, the scheduling of which depends on the nature of the project. A summary of the site visits highlighting any information that can help in rating the overall condition/risk of the loan to the City Administrator.
- (4) **Repayment Monitoring File:** The City of Plymouth Finance Director or designee will monitor the loan amortization schedule, status of payments, and the outstanding balance of the loan. The City of Plymouth Finance Director or designee shall immediately notify the RLF Administrator and the City Administrator of the failure of a loan recipient to make timely payments.
  1. 1<sup>st</sup> Missed Payment - Notify the RLF Administrator/City Administrator
  2. 2<sup>nd</sup> Missed Payment – Notify the Loan Committee and City Attorney
  3. 3<sup>rd</sup> Missed Payment - The City Attorney will notify the loan recipient in writing of the deficiency and the action that will be taken should the payment not be made.

Should there be a late payment, the RLF Administrator will contact the loan recipient to determine the reason for the delayed payment. Contact may need to be made with other participating lender(s) to determine if their loans are current and to alert the

lender of a potential problem. All payments shall be applied first to accrued late payment penalties, then to interest accrued and then to principal.

- (5) **Loan Review – As Needed:** If a business is experiencing repayment or collateral problems, the RLF Administrator (or designee) is to work with the loan recipient to identify actions that are needed to correct the identified deficiencies, including possible restructuring of the loan to protect the City of Plymouth’s interest and meet the needs of the business. If appropriate, the RLF Administrator will arrange for business assistance.

In the event the findings of the loan review suggest serious problems, particularly if the loan is at risk for default, the account shall be referred to the City Attorney for legal action in order to initiate steps necessary to protect the loan and to ensure the maximum repayment of the balance due. Again, corrective actions may be achieved through restructuring or if necessary, foreclosure actions. Any restructuring shall be subject to the review and recommendation of the Loan Committee and approval of the Common Council.

## 2.4 ADMINISTRATION

Reasonable administrative funds may be withdrawn from the Revolving Loan Fund to cover personnel costs and other administrative expenses. Administrative expenses of up to fifteen (15) percent of program income may be used for direct loan administrative costs. In addition to paying costs for direct RLF administration, these funds may be used for the following purposes to support RLF administration:

- (1) Legal costs.
- (2) Consulting fees for administration, credit analysis, business plan reviews and technical assistance.
- (3) Office supplies, copying, typing, mailing, and related.
- (4) Fees, meals and mileage reimbursement as deemed necessary by the Loan Committee.

To generate additional revenue to cover administrative costs, if necessary, the Common Council may, from time to time, by resolution establish loan origination fees, closing fees, servicing fees, and other fees to cover charges directly related to either processing an application or servicing a loan, subject to Wis. Stat. § 66.0628. All fees collected go to the RLF.

## SECTION 3. ELIGIBILITY CONSIDERATIONS

### 3.1 ELIGIBLE AREA

The area served by the RLF program shall generally be as defined in the City of Plymouth Redevelopment Project Plan Number Three (No. 3), and as may be amended.

### 3.2 ELIGIBLE APPLICANTS

- (1) Applications may be submitted by the authorized representatives of any business wishing to establish a new operation or expand an existing operation in an Eligible Area within the City of Plymouth.
- (2) No voting member of the City of Plymouth Revolving Loan Fund is eligible for financial assistance under this program.
- (3) The applicant must not be delinquent or in default on federal, state or local taxes or any existing private or publicly financed loan and will be required to sign an affidavit to that effect.
- (4) Applicants shall not be disqualified based on age, race, religion, color, disability, gender, sexual orientation or national origin or on another basis prohibited under federal or state law.

### 3.3 ELIGIBLE ACTIVITIES

Program loans shall be available to eligible applicants for the following activities:

- (1) The acquisition of land, buildings, and fixed equipment (*related expenses*).
- (2) Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment and related expenses.
- (3) Clearance, demolition, or the removal of structures or the rehabilitation of buildings and other such improvements and related activities for the elimination and prevention of substandard, deteriorated, slum and blighted areas and blighted properties.
- (4) Working capital (*Justifiable use of dollars & only a percentage of entire project*).
- (5) Historical or significant rehabilitation to a commercial, mixed-use, industrial or retail structure
- (6) Bridge financing where other source(s) of capital are expected to flow into the project at a later date (an example of this is the future receipt of tax credit funds)
- (7) Other activities that the City of Plymouth Revolving Loan Fund Committee may identify as appropriate for the Revolving Loan Fund program.

### 3.4 INELIGIBLE ACTIVITIES

Program loans shall not be available for the following activities:

- (1) Reimbursement for expenditures prior to loan approval.
- (2) Specialized equipment that is not essential to the business operation.
- (3) Routine maintenance.
- (4) Professional services such as feasibility and marketing studies, accounting, management services, and other similar services. Legal services incurred in the closing of a RLF loan are eligible.
- (5) Activities that the Loan Committee may identify during the program's administration.

### 3.5 INELIGIBLE BUSINESSES

Program loans shall not be available for the following businesses:

- (1) Speculative investment and highly leveraged investment companies.
- (2) Lending institutions/Companies lending funds.
- (3) Gambling operations.
- (4) Non-public recreation facilities.
- (5) Other businesses not serving the interests of the City of Plymouth.
- (6) Other businesses that the City of Plymouth Revolving Loan Fund Committee may identify during the administration of this program.

### 3.6 MINIMUM REQUIREMENTS

To be eligible for funding, a proposed project must meet all of the following requirements:

- (1) Private Funds Leveraged. The applicant must leverage a minimum of one dollar (\$1.00) of private funds for each dollar (\$1.00) of loan funds requested. Higher leverage may be required at the discretion of the Revolving Loan Fund Committee.
- (2) Financial Feasibility and Business Viability. The applicant must demonstrate that the proposed project is viable and the business will have the ability to repay the loan.
- (3) Compliance with Applicable Laws. Applicants shall comply with all applicable local, state, and federal laws and codes.
- (4) Project Completion. Projects shall be completed within 24 months from the date of the loan approval. Applicants shall provide the Revolving Loan Fund Committee with a project implementation schedule not exceeding 24 months for project completion. An

extension of the project completion date and the project implementation schedule of up to 12 months is appropriate when mutually agreed upon by the Revolving Loan Fund Committee and the applicant.

## **SECTION 4. TERMS AND CONDITIONS**

### **4.1 TERMS AND CONDITIONS**

Loan terms and conditions shall be structured on need and ability to repay. Minimum standards shall include the following:

- (1) Loan Amount: Loan amounts are subject to the availability of program funds.
- (2) Interest Rate: The interest rate shall be established by the Loan Committee.
- (3) Terms for Loans:
  1. Working capital loans shall have a maximum term of seven years.
  2. Loans for machinery, equipment and fixtures shall have a maximum term of ten years.
  3. Real estate loans shall have a maximum term of 12 years which can be amortized on a 20-yr basis with the option of refinancing for an additional 8 years.
  4. In any case, the loan shall not have a term longer than the terms of the other private financing in the project.
- (4) Repayment. Payment of interest and/or principal may be deferred during the implementation period of the eligible activity if the Revolving Loan Fund Committee finds appropriate. Interest shall accrue during the deferment period and may be paid in full or added to the principal amount of the loan. Following the deferral period, interest and principal shall be paid for the remaining term of the loan.
- (5) Prepayment. There shall be no prepayment penalties.
- (6) Collateral. The Revolving Loan Fund Committee will seek to have the best possible collateral position possible to ensure that RLF loans are adequately secured.
- (7) Insurance. Term life and building insurance may be required of the applicant to cover the loan balance through the life of the loan.

## SECTION 5. APPLICATION PROCEDURES

### 5.1 DISCUSSION OF REQUIREMENTS

Prior to submitting an application, the applicant must discuss the program with the RLF Administrator and complete the pre-application checklist. The RLF Administrator shall assist the applicant, as is reasonably necessary, in completing the application. All financial information shall be kept in a secured place with limited access by authorized personnel only.

### 5.2 TIMING

Applications may be submitted at any time during the calendar year.

### 5.3 PRIORITY

Applications shall be reviewed in the order received and based on readiness for the proposed eligible activity to proceed. In the event that loan funds requested exceed available funds, the following criteria will be used to determine which business (es) will be awarded the loan(s):

- (1) Eligibility of the applicants.
- (2) Eligibility of the project to be undertaken.
- (3) The extent to which private funds are to be leveraged.
- (4) The extent to which the loan can be secured.
- (5) Evidence of ability to repay the loan.
- (6) Size of the loan requested.
- (7) Timing of the proposed expenditures.
- (8) Completeness of application.
- (9) Other factors as deemed appropriate, such as economic impact and access to other loan programs.

### 5.4 LOAN APPLICATION

Applicants shall apply using the forms available from the Revolving Loan Fund and will generally include the following:

- (1) Business Plan, including the following:
  - (a) Brief overview of the existing or proposed business including when it started or will start, business location, primary business objective, type of business, market area, etc.,
  - (b) Ownership including type of legal entity, ownership and percentage of ownership by each owner.

- (c) Management team and resumes.
  - (d) Marketing strategy including identification of key customers; identification of major competitors; market niche, pricing structure; promotional strategy, etc.
  - (e) A discussion of projected sales growth, break-even sales and what is required to achieve this growth.
  - (f) A description of the debt structure of the business.
  - (g) Financial statements, including balance sheets, profit and loss statements and cash flow statements for the past three years for an existing business. Include the most recent quarter.
  - (h) Include an aging report of accounts receivable and payable.
  - (i) Three years of financial projections (balance sheet, profit and loss and a monthly cash flow statement for the first 12 months of operations). Include all assumptions.
- (2) Project Description. A description of how the business plans to use the requested funds.
- (3) Personal Financial Statements, required for each owner of the business who owns more than 20% as well as his/her spouse.
- (4) Commitments from Private Lenders. This consists of commitments from all private lenders making loans to the project. Lender commitment letters should include:
- (a) Description of the type of loan being made by the lender (first mortgage, permanent financing, construction financing, etc.)
  - (b) The amount of the loan, interest rate, term, and security, availability, repayment schedule and amounts.
  - (c) These commitments shall be obtained concurrently with the negotiation of the terms and conditions of the City of Plymouth Revolving Loan Fund program to ensure the interest of the City of Plymouth are secured.
- (5) Additional Information. The Revolving Loan Fund Committee or the RLF Administrator may require additional information.

## 5.5 REVIEW PROCESS

Specific steps in the review process include the following:

- (1) Preliminary Review. The RLF Administrator will review the application for completeness and verify that the proposed project meets the minimum requirements provided in Section 3.6. If the application is not complete, the RLF Administrator will inform the applicant of the deficiencies.
- (2) Formal Review. The Revolving Loan Fund Committee will meet to review an application within



60 days of the receipt of a completed application, and fee (if applicable), or at some other predetermined schedule. Once the review is completed and the Committee finds the proposal acceptable for funding, the Committee will forward the proposal and terms of the loan to the Common Council for consideration and approval. Upon the Common Council's approval, the City Attorney will draft the closing loan documents.

- (3) Notice of Award. If the application is approved by the Common Council, a closing will be scheduled by the City Attorney to execute the necessary loan documents.
- (4) Rejection of Award. If the application is not approved, the RLF Administrator will send a letter to the applicant stating the reasons for rejection and offer to meet with the applicant to explore ways to strengthen the loan request or to identify alternative funding sources.

## SECTION 6. DISTRIBUTION OF FUNDS

### 6.1 LOAN PROCEDURES

Prior to releasing funds, the following documentation must be in place or provided at the appropriate time during the term of the loan.

- (1) Notice of Award. The Revolving Loan Fund Committee must have reviewed and approved a complete application for an eligible applicant. The Common Council must have approved the loan terms. RLF Administrator will provide Notice of Award letter to the loan recipient.
- (2) Loan Agreement. The City Attorney shall prepare a loan agreement between the RDA and the loan recipient. The RDA authorizes its Executive Director to execute the loan agreement and related documents, and the loan recipient shall authorize its Chief Executive Officer to execute the loan agreement and related documents.
- (3) Promissory Note. A promissory note shall be prepared by the City Attorney and signed by the Chief Executive Officer at the time of loan closing. The note must be dated; it must reference the agreement between the RDA and the loan recipient; and it must specify the amount and terms of the loan funds delivered.
- (4) Security. Mortgage or lien instruments, or a personal guarantee must be provided as security for all loans and shall be prepared by the City Attorney and executed at the time of the loan closing. The City Attorney shall record the instrument and provide the Finance Director with the original documents to include, as appropriate, one or more of the following:
  - a) Mortgage and/or security agreement: Section of the loan agreement that describes the collateral. Common collateral for an RLF is land, buildings, vehicles, equipment, or other company assets.
  - b) UCC searches and filing: Uniform Commercial Code filing - UCC filing is a form of notice the RLF would use to secure the borrower's loan with an asset or group of assets. This enables the RLF to seize the listed assets as a way of recouping loan funds in the case of borrower default. UCC searches and filings are done through the WI Department of Financial Institutions ~WDFI.org.

- c) Guarantee agreement: A security measure for the RLF that should be put in place to guarantee loan repayment from the business
  - d) Title insurance or Abstract: Indemnity insurance that protects the RLF from financial loss due to defects in a title to a property. The borrower would typically purchase this to protect the lender
  - e) Assignment of Life Insurance. Many business loans require as collateral an assignment of life insurance on the life of the business owner. The RLF may determine this requirement can be overcome if the business shows that someone else is capable of successfully managing the business.
  - f) Casualty Insurance binder: In many cases, insurance has not been issued to the business for the project the RLF is financing. Since the policy has not been issued to the business owner the binder serves as evidence that the assets that are being used as collateral for the RLF are insured.
  - g) Personal guarantee: Borrowers promise to repay the loan from their personal assets if the business defaults on the RLF.
  - h) Other documentation as may be appropriate: - RLF committee may ask for additional requirements to secure the RLF. (ie disability insurance requirement for a business that has a high risk of long-term disability, like a chiropractor)
- (5) Repayment Schedule. A loan repayment or amortization schedule shall be prepared by the City of Plymouth Finance Director at or before the time the loan proceeds are fully disbursed.
- (6) Fixed Equipment. Fixed equipment financed with program funds must be purchased, delivered, and installed. The RLF Administrator shall verify the installation of fixed equipment.
- (7) Other Documentation. As appropriate or necessary, the borrower may be asked to provide the following:
- a) A certificate of status from the Department of Financial Institutions.
  - b) The Articles of Incorporation and by-laws.
  - c) A Board resolution to borrow funds and Secretary's certificate.
  - d) Current financial statements.
  - e) Evidence of having secured other funds necessary for the project.
  - f) An Environmental Assessment for real estate loans which may either be a Phase I, II, or III analysis, depending on the environmental condition of the site.

With the above documentation in place, the City Attorney will schedule a loan closing. All documents will be executed before funds are disbursed, and mortgages and UCC Statements shall be recorded with the Register of Deeds and the Secretary of State.

- (8) Post-Closing Documentation. After closing, the City Attorney will provide the borrower, the RDA and the City with a copy of the executed loan agreement and related paperwork. The City Finance Director shall maintain the original loan documents in the Loan closing file.

## **SECTION 7. POST APPROVAL REQUIREMENTS**

### **7.1 OBLIGATION OF LOAN RECIPIENT**

In addition to the terms and conditions of the loan, all borrowers shall agree to comply with the following:

- (1) Not to discriminate on the basis of age, race, religion, color, handicap, sex, physical condition, development disability as defined in Wis. Stat. § 51.01(5), sexual orientation or national origin in any employment or construction activity related to the use of the loan funds.
- (2) To use the loan money only to pay the cost of services and materials necessary to complete the project or activity for which the loan funds were awarded.
- (3) To permit inspections by persons authorized by the City Administrator of all projects and properties assisted with loan funds. Related project materials shall also be open to inspections, which include, but may not be limited to, contracts, materials, equipment, payroll, and conditions of employment. Requests for inspection shall be complied with by the borrower.
- (4) To maintain records on the project as may be requested by the RLF Administrator. These files shall be maintained as long as the loan is active or for at least three (3) years after completion of the work for which the loan has been obtained, whichever is longer.
- (5) To submit periodic progress reports to the RLF Administrator in accordance with the schedule in the loan agreement.
- (6) To maintain fire and extended coverage insurance on the project property required during the term of the loan. The City of Plymouth Redevelopment Authority shall be listed as Loss Payee, Mortgagee, or "additional" insured on the policy. Term life insurance may be required of the applicant to cover the loan balance through the life of the loan.
- (7) Payments shall be made to the City of Plymouth Finance Director.

## **SECTION 8. PERFORMANCE MONITORING**

### **8.1 PRIVATE LEVERAGE COMMITMENTS**

The RLF Administrator shall monitor the use of the funds and expenditure of private leverage commitments. Documentation may include invoices or receipts for materials and supplies, letters from lenders, final bills of sale, and canceled checks.

### **8.2 DEFAULT**

In the event the business is in default on any of the terms and conditions of the loan agreement, all sums due and owing, including penalties, shall become immediately due and payable. To exercise this option, the City Attorney shall prepare a written notice to the loan recipient, upon notification of the default from the City Administrator. The notice shall specify the following:

- (1) The default.
- (2) The action required to cure the default.
- (3) A date, not less than thirty (30) days from the date of the notice, by which the default must be cured to avoid foreclosure or other collective action.
- (4) Any penalties incurred as a result of the default.

## **SECTION 9. USE OF LOAN REPAYMENTS AND REPORTING**

### **9.1 RLF PROGRAM**

Repaid loans shall be re-deposited into the City of Plymouth Redevelopment Authority Revolving Loan Fund account and used in a manner consistent with the Revolving Loan Fund manual. A separate accounting record for each loan shall be kept to account for all funds loaned. The Revolving Loan Fund account shall be audited as deemed necessary by the City of Plymouth Redevelopment Authority or its Executive Director.

## **SECTION 10. LOAN SERVICING**

### **10.1 MONITORING**

The RLF Administrator shall monitor each loan to ensure compliance with the loan terms and conditions and to monitor the financial health of the business to ensure continued repayment of the loan.

### **10.2 RECORDKEEPING – THE CITY OF PLYMOUTH FINANCE DIRECTOR OR DESIGNEE**

The City of Plymouth Finance Director or designee's financial management records must be comprehensive and designed to provide the following information upon request of the RLF Loan Committee:

- (1) A Revolving Loan Fund Register that records all deposits and disbursements to and from the RLF, including funds used for RLF administration.
- (2) A Loan Repayment Register that records repayments made by each business which has received a loan from the RLF. It also tracks the balance of repayments from all loans from the RLF.
- (3) A Collection Register for every loan made. Each register contains the business name, loan date, loan amount, terms, and date repayment begins. Payments are divided into principal and interest payments with a declining principal balance.
- (4) RLF Loan Repayment Registers that record repayments made by each business, which has received a loan from the RLF. It also tracks the balance of repayments from all loans from the RLF.

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](http://plymouthgov.com)

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**DATE:** July 12, 2023  
**TO:** Mayor and Common Council  
**FROM:** Tim Blakeslee, City Administrator/Utilities Manager  
**RE:** **Ordinance No. 7 Amending Section 2-4-3(a) and (b) regarding the composition of the Revolving Loan Fund Committee**

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**Background:**

As proposed, the new Revolving Loan Fund (RLF) program includes an RDA representative being appointed to the RLF Committee as a result of the role the RDA will play in the new program. Also, the new RLF program stipulates that a City Staff member will be the non-voting RLF Administrator.

Currently, per to 2-4-3 (a) of City Code: *The Revolving Loan Fund Committee shall consist of the Mayor, one (1) Alderman annually selected at the organizational meeting, a representative of City staff, and four (4) citizen members appointed by the Mayor subject to confirmation by the Common Council.*

Draft ordinance number #7 (attached) swaps the RDA representative in-place of a representative of City staff. The result is that no currently appointed RLF Committee volunteer will need to be removed from serving on the committee. The ordinance also makes a minor clerical update to the name of the RLF program in 2-4-3 (b).

Following approval, the Council will need to appoint an RDA representative at an upcoming meeting to the RLF committee.

**Recommendation:** Approve Ordinance No. 7 Amending Section 2-4-3(a) and (b) regarding the composition of the Revolving Loan Fund Committee.

**Attachments:**

- Draft Ordinance #7

**CITY OF PLYMOUTH, WISCONSIN**  
**Ordinance No. \_\_\_\_\_ of 2023**

**AN ORDINANCE AMENDING TITLE 2, CHAPTER 4, REVOLVING LOAN FUND COMMITTEE, OF THE CITY OF PLYMOUTH CODE OF GENERAL ORDINANCES**

**WHEREAS**, pursuant to Wis. Stat. § 66.1333(6) the City of Plymouth together with the Redevelopment Authority of the City of Plymouth (RDA) created and approved Project Plan No. 3 creating a revolving loan fund program for the redevelopment and prevention of blighted areas within the City; and

**WHEREAS**, the Common Council of the City of Plymouth believes it is in the best interest of the City to include a member of the RDA on the Revolving Loan Fund Committee; and

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

**Section 1. Amending Code.** Section 2-4-3, Revolving Loan Fund Committee, is hereby amended to read as follows (deletions shown by ~~strikeout~~; additions by underscore):

**“SEC. 2-4-3 REVOLVING LOAN FUND COMMITTEE.**

(a) **Composition.** The Revolving Loan Fund Committee shall consist of the Mayor, one (1) Alderman annually selected at the organizational meeting, a representative of ~~City staff~~ the Redevelopment Authority of the City of Plymouth (RDA), and four (4) citizen members appointed by the Mayor subject to confirmation by the Common Council. Citizen members shall be appointed for terms of three (3) years. The RDA member shall be appointed by the Mayor for a one (1) year term at the organizational meeting, subject to confirmation by the Common Council. The Committee chairperson shall be annually elected by the Committee members. The Committee shall meet regularly or upon the call of the Chairperson. A representative of City staff shall serve as a non-voting member of the committee.

(b) **Duties and Function.** It shall be the function of the Committee to make recommendation to the Common Council regarding the program administration and implementation of the ~~Community Development Block Grant (CDBG)~~ the City of Plymouth Redevelopment Authority Revolving Loan Fund (RLF) program and the USDA Rural Development Revolving Loan Fund program.

(c) **Program Funds.** All funds of the program shall be held by the treasury of the City of Plymouth and disbursed according to the approval of the Common Counsel.

(d) **Serve Without Compensation.** No compensation shall be paid for service on the Revolving Loan Fund Committee.

(e) **Cooperation.** All officials, employees, boards, and committees shall

cooperate with and assist the Committee so that it shall function effectively and efficiently.”

**Section 2. Effective Date.** This Ordinance shall take effect the day after publication.

Enacted on July \_\_\_\_\_, 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**

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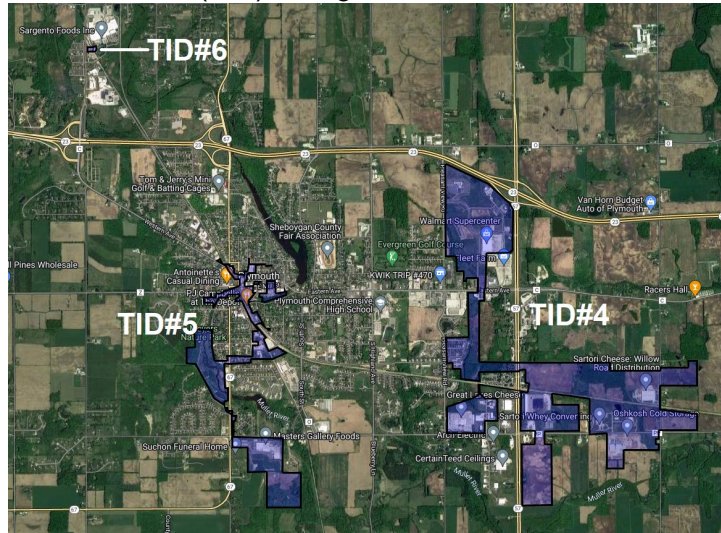
**DATE:** July 11, 2023  
**TO:** Mayor and Common Council  
**FROM:** Tim Blakeslee, City Administrator/Utilities Manager  
**RE:** TIF Presentation/Financial Update from Ehlers

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**Background:**

The TIF process allows a municipality to pay for public improvements and other eligible costs within a designated area, called a tax incremental district (TID), using the future taxes collected on the TID's increased property value to repay the cost of the improvements. The rationale behind TIF is that the public investment will promote private development, jobs, and tax base growth that would not otherwise occur absent the TID.

Plymouth currently has 3 TID's. A map of the City's TID's is to the right. Ehlers will be presenting a brief Tax Increment Financing (TIF) 101, an update on the City's tax incremental districts (with a focus on TID#4 because of its upcoming closure), and several other brief financial updates.



**Recommendation:** No action required, review and discuss the TIF Presentation/Financial Update from Ehlers.





# City of Plymouth

## 2023 Financial Update

July 25, 2023

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## Topics

- Tax Increment Financing 101
- Tax Increment District's Cashflow & Future Closure Impacts
- Affordable Housing Extension
- Levy Limits Restrictions and Capacity
- Expenditure Restraint Program



# Tax Incremental Financing

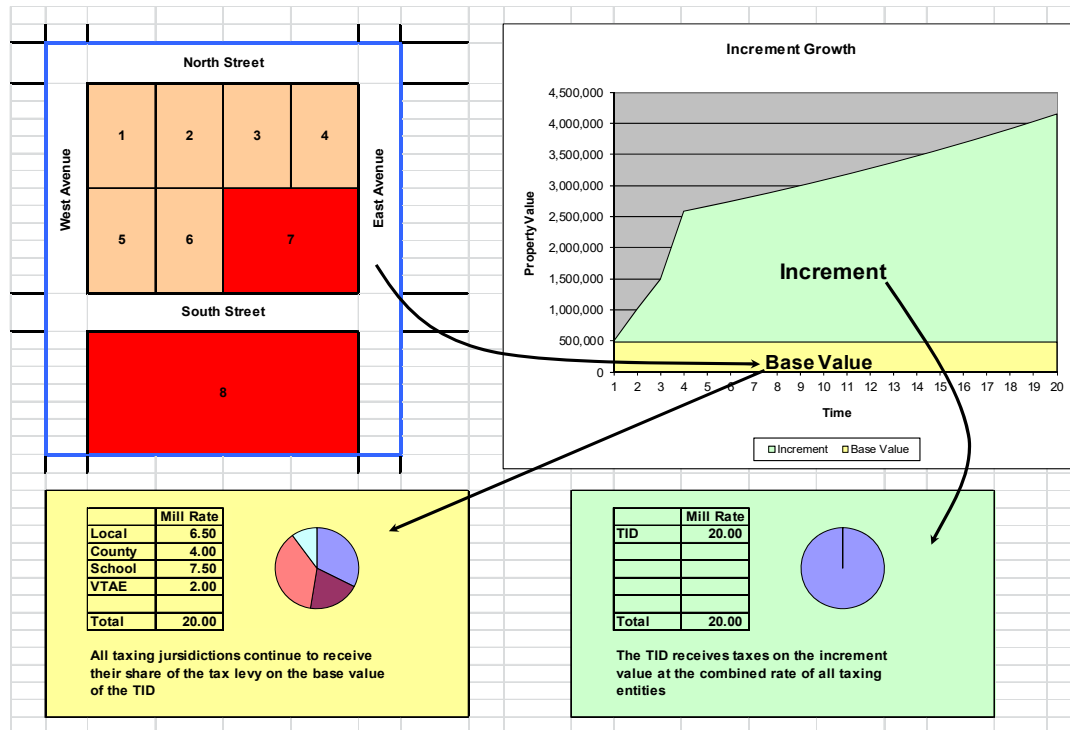
## The “But For” Test

Key underpinning of the TIF program is referred to as the “but for” test. But for” the use of TIF, the proposed development would not occur:

- as proposed
- within the same time frame
- with the same level of value
  - Property
  - Jobs
  - Amenities



# How does TIF Work?





## Other Qualifications

Maximum base value = 12% of total E.V.

- Plymouth is 17.25% (TIF'd Out)
  - ✓ New Values Released on 8-1-23

At least 50% of land in proposed TID is:

- Blighted or in need of rehabilitation
- Suitable and zoned for industrial use
- Suitable for Mixed Use Development. Any combination of Industrial, Commercial, Residential (newly platted maximum of 35%)



## Maximum Life

TID Creation Date >	10-1-2004 or later
Blight Elimination	<b>27 Years (+3)*</b>
Conservation or Rehabilitation	<b>27 Years (+3)*</b>
Industrial	<b>20 Years (+3)*</b>
Mixed Use	<b>20 Years (+3)*</b>
Town	<b>Exp. Period + 11 years (16 Years Max)</b>
TID Creation Date >	10-1-2006 or later
Environmental Remediation	<b>23 Years</b>

\* District eligible to receive an extension to maximum life



## Eligible Project Costs

- Public works & improvements
- Financing costs
- Real property assembly costs (land write-down)
- Professional service costs
- Administrative costs
- Relocation costs
- Organizational costs
- Pro-rated costs of utility infrastructure
- Cash grants (requires developer agreement)
- Environmental remediation
- Projects within ½ mile of district



## Prohibited Project Costs

- Costs of constructing or expanding administrative, police, fire, community, recreational, library and school buildings
- Costs of constructing or expanding facilities if similar facilities are normally financed with utility user fees
- General government expenses unrelated to the TIF district
- Costs associated with newly platted residential development (except in Mixed Use districts where the density test has been met)





# Amendments

## Boundary Amendment

- Limit of 4 allowed during life of district
- May add and/or subtract property
- Must be in compliance with 12% test to add territory to a district

## Project Plan Amendment

- No limit to number allowed (except maximum expenditure period)
- Used to amend list of TIF-eligible projects to be undertaken



## Frequently Asked TIF Questions

Is TIF a tax break?

- Properties within a TIF District pay the same tax rate as properties outside the district. The difference is how the tax revenue is distributed.

Is TIF only for blight elimination?

- This was one of the primary historical intents of TIF, but the law has expanded the permitted uses for TIF.



## Frequently Asked TIF Questions

Does the TID change the zoning for property?

- No. The TID does not change existing zoning already in place.

Does the TID make it easier for the municipality to use eminent domain?

- No. The process identified within State Statutes for eminent domain is the same whether a property is within a TID or outside a TID.



# Why Should Incentives be Offered/Provided

Communities want to foster Economic Development and/or  
Redevelopment

Communities want to add or enhance property values

Developer's want to make a profit and won't move forward without a  
reasonable return on investment

The "But For" Clause

- Is there a Gap that needs to be filled to make the project happen/profitable?

Do your due diligence



## When is the Incentive Provided

Beginning of project

- Community becomes Equity Partner

Throughout project

- Pay As you Go (Project financed)

Conclusion of project

- Developer financed

Question of who takes on the risk or how it is shared



## Existing TIDs

TID No. 4: Existing Incremental Value = \$139,397,900  
Separate Cashflow Attached

TID No. 5: Existing Incremental Value = \$18,544,400  
Positive Fund Balance of \$43K end of 2022.  
Maximum TID Life is 2028

TID No. 6: Existing Increment Value = \$7,649,400  
Negative Fund Balance of \$826K end of 2022.  
Maximum TID Life is 2030



# Existing TID 4 Cashflow

City of Plymouth														
Tax Increment District # 4														
Cash Flow Projection														
Year	Projected Revenues				Expenditures						Balances			Year
	Tax Increments	Shared Revenue	Investment Income	Total Revenues	Existing Debt Obligation <sup>1</sup>		Transfers Loan Repayment	Fiscal Charge & Loss on Invest.	Admin. & Prof. Services	Total Expenditures	Annual	Cumulative	Principal Outstanding	
					Principal	Interest	Willow Rd. & RR <sup>2</sup>							
2021											0	2,144,126	6,335,000	2021
2022	2,773,678	69,272	23,366	2,866,316	1,766,000	118,341	213,188	43,781	67,352	2,208,662	657,655	2,801,781	4,569,000	2022
2023	2,387,500	69,272	28,018	2,484,790	3,625,000	80,508	541,312	43,781	65,000	4,355,602	(1,870,811)	930,969	944,000	2023
2024	2,387,500	69,272	9,310	2,466,082	444,000	46,043			65,000	555,043	1,911,040	2,842,009	500,000	2024
2025	2,387,500	69,272		2,456,772	500,000	15,928			0	515,928	1,940,844	4,782,853	0	2025
<b>Total</b>	<b>9,936,179</b>	<b>277,088</b>		<b>10,273,961</b>	<b>6,335,000</b>	<b>260,819</b>	<b>754,500</b>		<b>197,352</b>	<b>7,635,234</b>				<b>Total</b>

Notes:

1) Assumes the G.O. Refunding Bonds, Series 2013A and G.O. Refunding Bonds, Series 2015A are called for redemption on May 1, 2023.

2) Assumes the full principal and interest outstanding is repaid in 2023.

Projected TID Closure

**Projected Fund Balance at Closure - 2024: \$ 2,342,009**

City of Plymouth:	\$804,455
Plymouth SD:	\$871,343
Sheboygan County:	\$578,197
Lakeshore Tech:	\$88,014



## Impact of Closing TID 4

- 2024 TID Closure: Option 1 (No Affordable Housing Extension)
  - At closure there will be a residual increment of approximately \$2.3M
  - Residual increment will be distributed to overlapping taxing jurisdictions, the City's portion will be approximately \$800K.
  - Closure will have a positive impact on the City's 2025 budget:
    - ✓ Estimated Levy Limit Adjustment of 8.78% = \$370K + Net New Construction (use it or lose it)
    - ✓ City mill rate to drop in 2025 since only 50% of the TID closure is realized through the increased levy. (Capital Borrowing Timing)





## Impact of Closing TID 4

- 2024 TID Closure: Option 2 (Affordable Housing Extension)
  - At closure there will be a residual increment of approximately \$2.3M
  - Residual increment will be distributed to overlapping taxing jurisdictions the City's portion will be approximately \$800K
  - Closure will have a positive impact on the City's 2026 budget:
    - ✓ Estimated Levy Limit Adjustment of 8.78% = \$370K + Net New Construction (use it or lose it)
    - ✓ City mill rate to drop in 2026 since only 50% of the TID closure impact is realized through the increased levy. (Capital Borrowing Timing)
    - ✓ Affordable housing contribution in 2025 of 1-Yr increment or \$2.3M



## TID Closing Timing

- Option 1: TID is closed in 2024 (No Extension)
  - Closure resolution passed by 4-15-24 and submitted to DOR
  - Once the TID closure resolution is passed, the City can create new TIDs and/or amendment the boundaries of existing TIDs.
- Option 2: TID is closed in 2024 but extended for Affordable Housing
  - Pass a TID extension for AH resolution by 2-1-24 and submit to DOR making them aware that the TID will collect TID revenue in 2025 for AH
  - Then pass a TID closure resolution by 4-15-24. This two-step process will allow the City to create new TIDs and/or amending the boundaries of existing TIDs in 2024.



## Affordable Housing Extension

- If TID is successful there's a one-year extension for affordable housing.
  - At least 75% of the final increment must benefit affordable housing.
  - Remaining 25% must be used to improve housing stock.
- Affordable housing is defined as housing costing no more than 30% of the household's gross monthly income
- A household consists of an individual and his or her spouse and all minor dependents
- Governing Body must adopt a resolution describing programs. Only approval required.
- Resolution must be forwarded to the Department of Revenue (DOR).



# Affordable Housing Extension - Examples

## City of Monona

- Housing stock renewal program created by its CDA and administered by the City
- Program offers 0% interest loans to those purchasing or residing in a home in the City to make energy efficiency improvements and bring up to modern standards

## City of La Crosse

- Used a combination of CDBG grants and TIF dollars from the affordable housing extension for purchase and resale of five energy efficient homes
- Homes were in a struggling neighborhood and were sold to low-moderate income households at an average sale price of \$\_\_\_\_\_.



# Affordable Housing Extension

## City of Racine

- Homeowner code compliance grants

## City of Appleton

- Used to pay for street repairs in a low-moderate income neighborhood

## City of Oshkosh

- Created a Healthy Neighborhood Initiative
- Utilized TIF revenue along with other revenue sources to help maintain or increase property values in transitional and distressed neighborhoods



## TID 4 Termination – Budget Considerations

<b>City of Plymouth</b>	
TID 4 Closure Impact	
\$ 4,208,741	2023 Allowable Levy
\$ 139,397,900	2022 TID 4 Increment
\$ 794,202,500	TID Out Equalized Value
17.55%	% TID 4 of Total TID out Value
8.78%	50% Allowed Increase
\$ 369,358	Terminated TID Allowed Levy Adjustment



# Levy Limits & Expenditure Restraint

Levy Limits & Capacity  
Expenditure Restraint Program



## Levy Limits “At-a-Glance”

Current limit (Sec. 66.0602, Wis. Stats.):

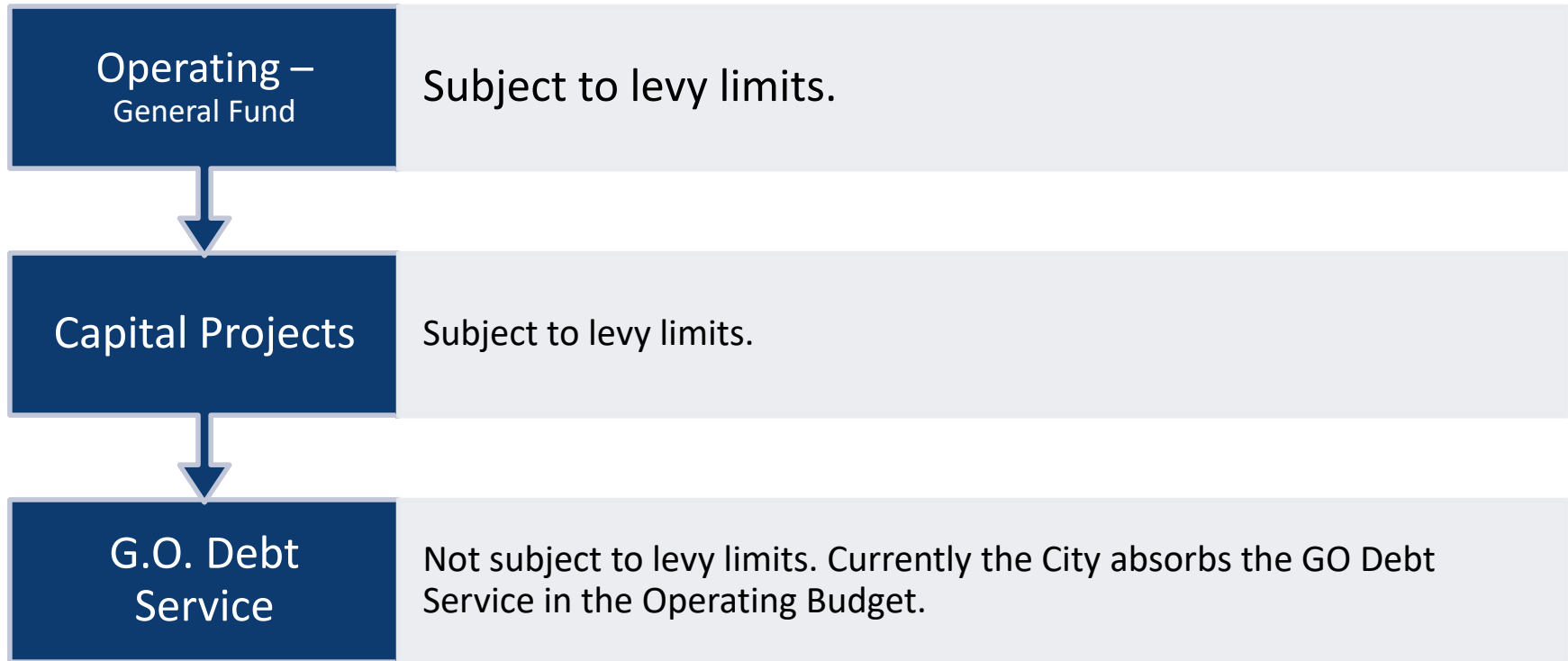
**The prior year’s actual levy may be increased by a percentage equal to net new construction in the preceding year (or zero, if none). The 2024 NNC will be known in a few weeks, but 2023 was approximately \$47K.**

- Subject to numerous adjustments that may reduce or increase allowable levy. Most common is Adjustment E which allows the addition of General Obligation principal and interest payments.
- Other adjustments exist, but mostly not applicable to the City
- Provides no flexibility for inflation
- Increase in State Shared Revenue will be budget year 2025.





# City Levy Components





## Expenditure Restraint “At-a-Glance”

Current limit (Sec. 79.05, Wis. Stats.):

**General Fund expenditures may be increased by a percentage which includes a combination of the Consumer’s Price Index (CPI) plus 60% of the City’s Net New Construction (NNC) – 2023 was  $7.7\% + .673\% = 8.373\%$ . This year’s rough estimate is around 6%.**

- Expenditures include the General Fund expenditures plus transfers out to other funds (includes levy’s shown in other City funds)
- Some adjustments are available but are mostly not applicable to the City



## Future Budget Considerations

2024 Budget: Anticipated Year-End TID 4 Distribution of Approximately \$800K.

2025 Budget: Potential Affordable Housing Revenue of \$2.3M. Increase in State Shared Revenue.

2026 Budget: Drop-in Mill Rate Due to TID 4 Closure. Levy Limit Adjustment of Approximately \$370K.

Capital Planning: Focus on 2024/2025

**Questions?**

