

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, MAY 27, 2025 COMMON COUNCIL MEETING  
7:00 PM COUNCIL CHAMBERS, ROOM 302  
128 SMITH ST. PLYMOUTH, WI 53073**

**AGENDA**

- 1. Call to order and roll call:**
- 2. Pledge of Allegiance.**
- 3. Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):**
  - A. Approve minutes of the meeting held Tuesday, May 13, 2025**
  - B. Approve City and Utility Reports:**
    - I. Electric, Water and Sewer Sales Report – April 2025**
    - II. Utility Related Write Offs for May 2025 - \$61.01**
  - C. Minutes acknowledged for filing – Plan Commission: May 1 - Committee of the Whole: May 13**
  - D. Approve Application for Event: Dire Dyes Open 5 / Disc Golf Tournament / Meyers Park – August 9 from 9 AM – 3 PM**
- 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. Presentations:**
  - A. WPPI Biennial Update – Tim Blakeslee, City Administrator / Utilities Manager**
  - B. Electric Department Safety Awards – Ryan Roehrborn, Electric Operations Manager**
- 7. Ordinance**
  - A. Ordinance No. 10 An Ordinance Amending 2-3-20 The City Administrator/Utilities Manager Functions And Duties Related To Tax Increment Financing (TIF) – Tim Blakeslee, City Administrator / Utilities Manager**
- 8. New Business**
  - A. Approval of the new TIF Application Process and Fee – Tim Blakeslee, City Administrator / Utilities Manager**
  - B. Discussion and Possible Action on RLF Loan with Precision Floor and Décor – Tim Blakeslee, City Administrator / Utilities Manager**
- 9. Adjourn to 7:00 PM on Tuesday, June 10, 2025**

It is likely a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office at 900 County Road PP, Plymouth, WI or call 920-893-3853.

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, MAY 13, 2025 COMMON COUNCIL MEETING  
128 SMITH ST. PLYMOUTH, WI 53073**

**UNOFFICIAL MINUTES**

1. **Call to order and roll call:** Mayor Pohlman called the meeting to order at 7:00 PM. On the call of the roll, the following were present: Greg Hildebrand, Diane Gilson, John Binder, Dave Herrmann, Mike Penkwitz, Kevin Sande, and Jeff Tauscheck. Also present: City Administrator/Utilities Manager Tim Blakeslee, Assistant Administrator/Community Development Director Jack Johnston, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Fire Chief Ryan Pafford, Electrical Operation Manager Ryan Roehrborn, IT Manager Dave Augustin, Director of Public Works Cathy Austin, and City Clerk/Deputy Treasurer Anna Voigt
2. **Pledge of Allegiance.**
3. **Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Penkwitz/Tauscheck to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meeting held Tuesday, April 29, 2025**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 04/01/2025 – 04/30/2025**
  - C. **Minutes acknowledged for filing — Library Board: April 7 – Community Television: April 7 – Police and Fire Commission: April 8 and April 14 – Committee of the Whole: April 29 – Board of Appeals: May 1 - Housing Authority: May 7**
  - D. **Building Report for April 2025 – 47 Permits at \$3,521,289**
  - E. **Approve Street Closure from PJ Campbell's Depot for Memorial Day Drive Thru Brat Fry Benefit on May 26<sup>th</sup> , 8:00 AM – 3:00 PM. Request to close Depot Rd. from Reed St. to Stafford St.**
  - F. **Approve Temporary Class "B" License for Plymouth Youth Athletic Association – Plymouth Panther Classic Baseball Tournament, to be held June 13 to June 15 from 7:00 AM – 10:00 PM at Lions Park, Rotary Park, and Carl Loebe Field. Requesting Underage Persons on the Premise.**
  - G. **Approve Temporary Class "B" License for Plymouth Youth Athletic Association – Kettle Moraine League Championship, to be held July 24 or July 25 (Rain Day) from 4:00 PM – 11:00 PM at Lions Park. Requesting Underage Persons on the Premise.**
  - H. **Approve Request to Sell Department of Public Works Surplus Equipment**
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: None**
5. **Presenting Life Saving Awards – Police Department, Fire Department and Orange Cross:** Retired Assistant Fire Chief Rory Beebe, Leah Adamietz, Benjamin Holzmann, Micheal Birschbach, Ryan Wagner, and Joseph Paape from the Plymouth Fire Department, Officer Smith and Officer Novak from the Plymouth Police Department, and EMT Austin K and Paramedic Landon B from the Orange Cross were presented with the Life-Saving Award.
6. **Items removed from Consent Agenda: None**

7. **Public Hearing followed by Discussion and Action:** Mayor Pohlman opened the public hearing at 7:09 PM. Johnston explained that he would explain item 7A. and 7B together. Sargento Cheese Inc. recently acquired about 66 acres located at 1587 Highway 57 in the City. The current zoning and future land use designation for property is Agricultural. To accommodate potential future development, Sargento has submitted a request for rezoning to HI Heavy Industrial and a comprehensive plan amendment to change the City's existing and future land use map to industrial for this property. With no further comments Mayor Pohlman closed the public hearing at 7:13 PM.
  - A. **Ordinance No. 8 An Ordinance Amending the City of Plymouth, Wisconsin Comprehensive Plan Existing Land Use Map and Future Land Use Plan Map by Changing Property from Agricultural to Industrial (Parcel # 59271822750)**– Motion was made by Hildebrand/Tauscheck to approve Ordinance No. 8. Upon the call of the roll, all voted aye. Motion carried.
  - B. **Ordinance No. 9 An Ordinance Amending Section 13-1-21, Zoning Map of the Zoning Code of the City of Plymouth (Parcel #59271822750); to Rezone Approximately 66.27 Acres of Land from A Agricultural District to H-I Heavy Industrial District** –Motion was made by Herrmann/Tauscheck to approve Ordinance No. 9. Upon the call of the roll, all voted aye. Motion carried.
8. **Resolution**
  - A. **No. 6 – World Migratory Bird Day Resolution** – Mayor Pohlman read Resolution No. 6. Motion was made by Binder/Penkwitz to approve the Resolution. Upon the call of the roll, all voted aye. Motion carried.
9. **New Business:**
  - A. **Discussion and Possible Action on RDA Artwork**–Assistant City Administrator/Community Development Director Johnston explained the RDA has selected a sculpture to be placed at the downtown pocket park. The sculpture is being purchased with \$10,000 from the RDA and \$10,000 from WPPI. Motion was made from Tauscheck/Herrmann to accept the donation of the art piece from the RDA. Upon the call of the roll, all voted aye. Motion carried.
10. **Entertain a Motion to go into Closed Session for the following:** Motion was made by Tauscheck/Hildebrand to go into closed session. Upon the call of the roll, all voted aye. Motion carried.

Pursuant to Wis. Stat. 19.85 (e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session – Negotiations regarding West Stafford Street Parking Lot Project and LAG Family LLC
11. **Entertain a Motion to go into Open Session:** Motion was made by Sande/Tauscheck to go into open session. Upon the call of the roll, all voted aye. Motion carried.
12. **Discussion and Possible Action on Closed Session Items:** None
13. **Adjourn to 7:00 PM on Tuesday, May 27, 2025:** Motion was made by Tauscheck/Herrmann to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

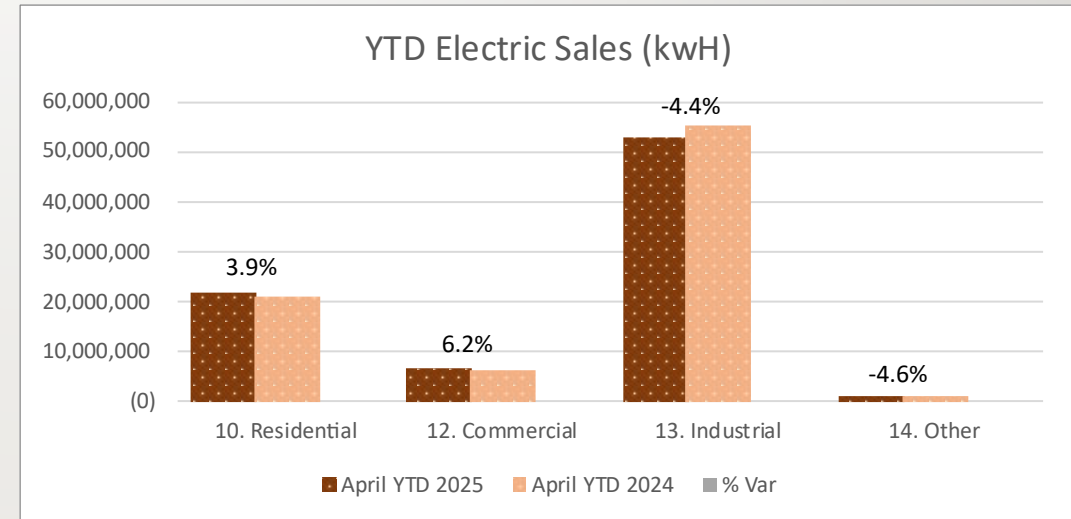
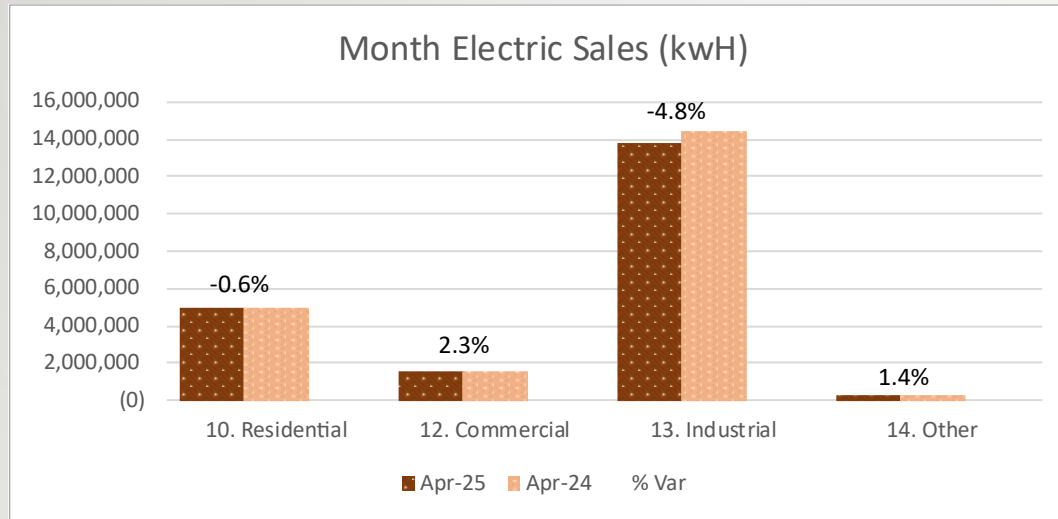


# Plymouth Utilities

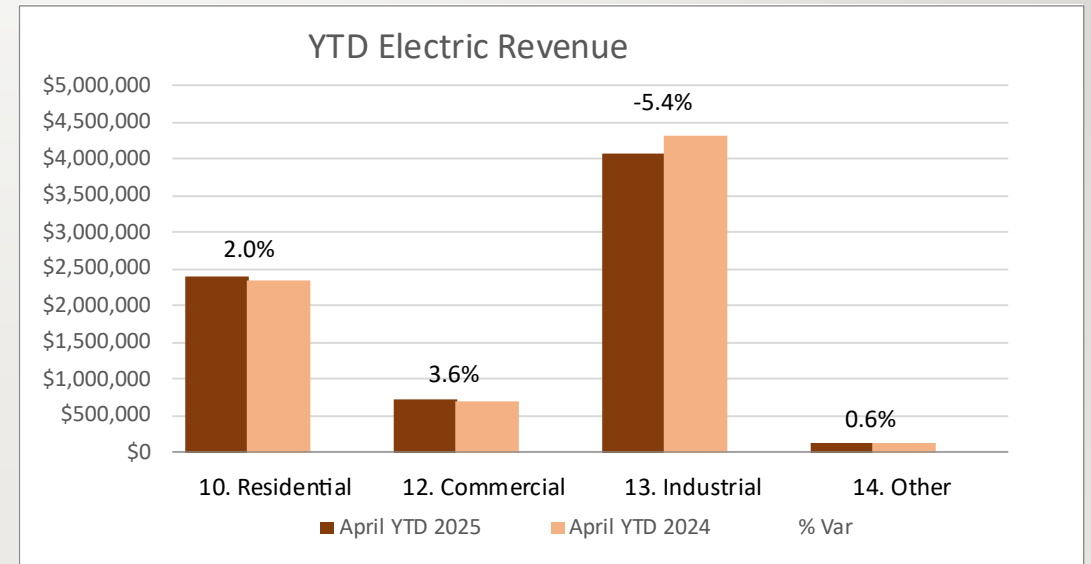
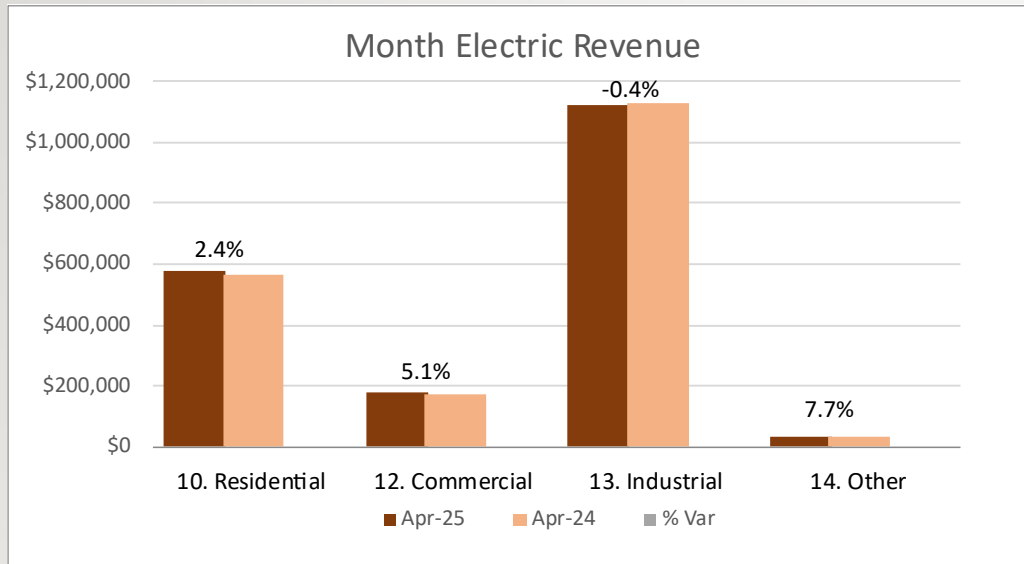
APRIL 2025

SALES & REVENUE

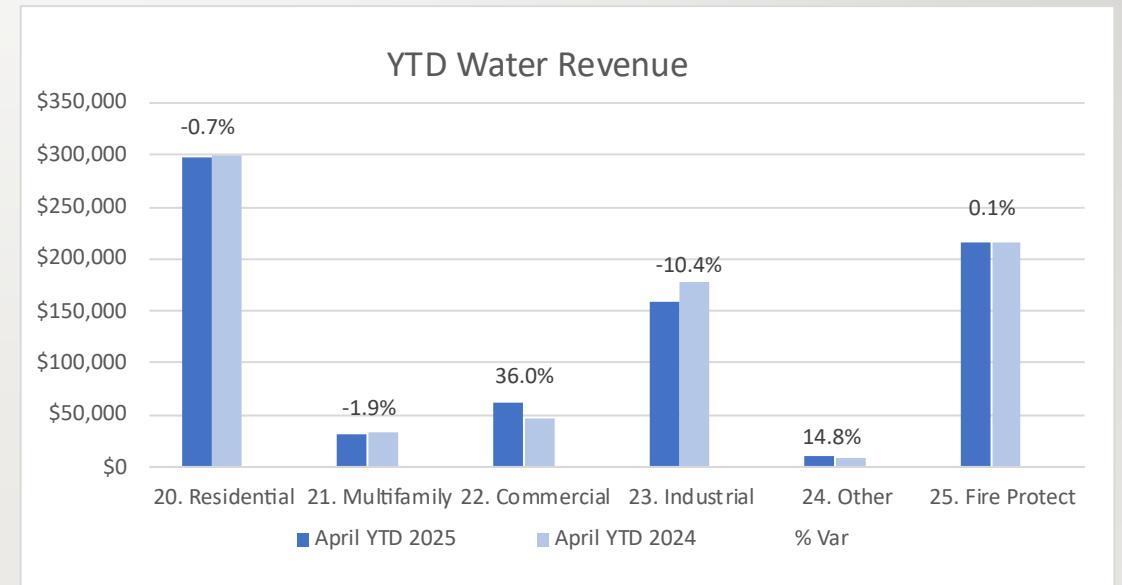
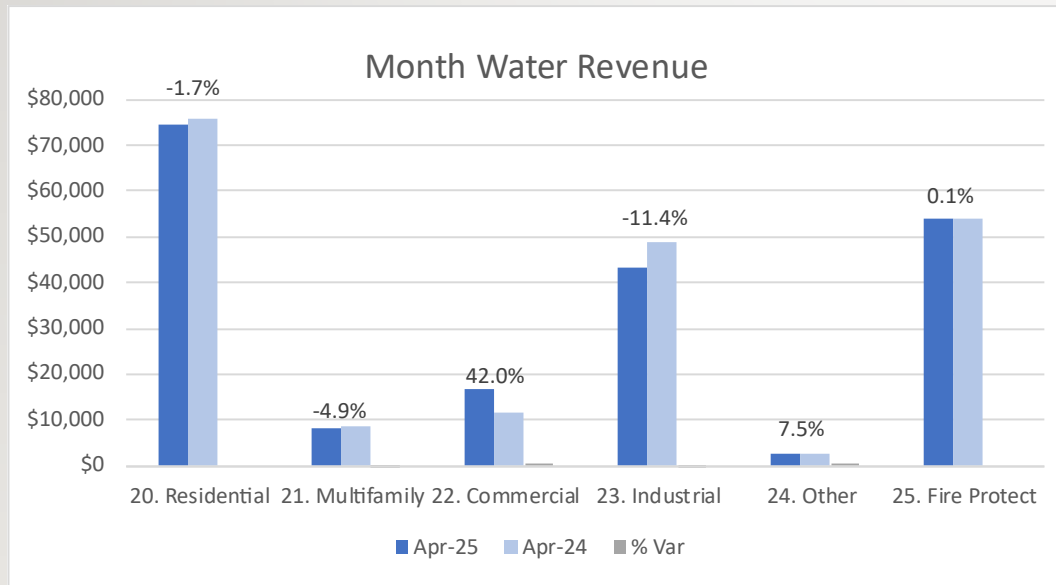
# April 2025 Electric Sales



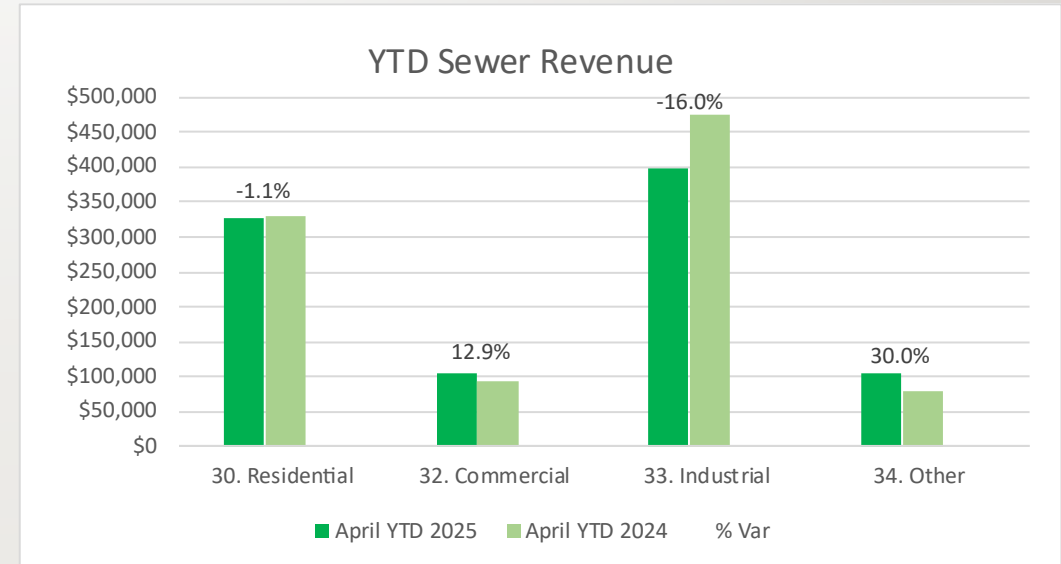
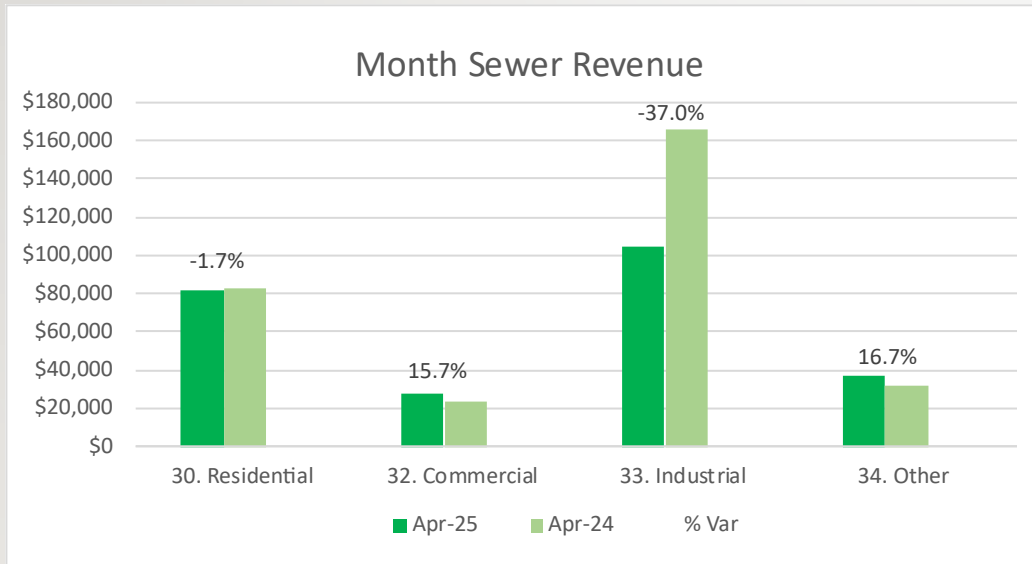
# April 2025 Electric Revenue



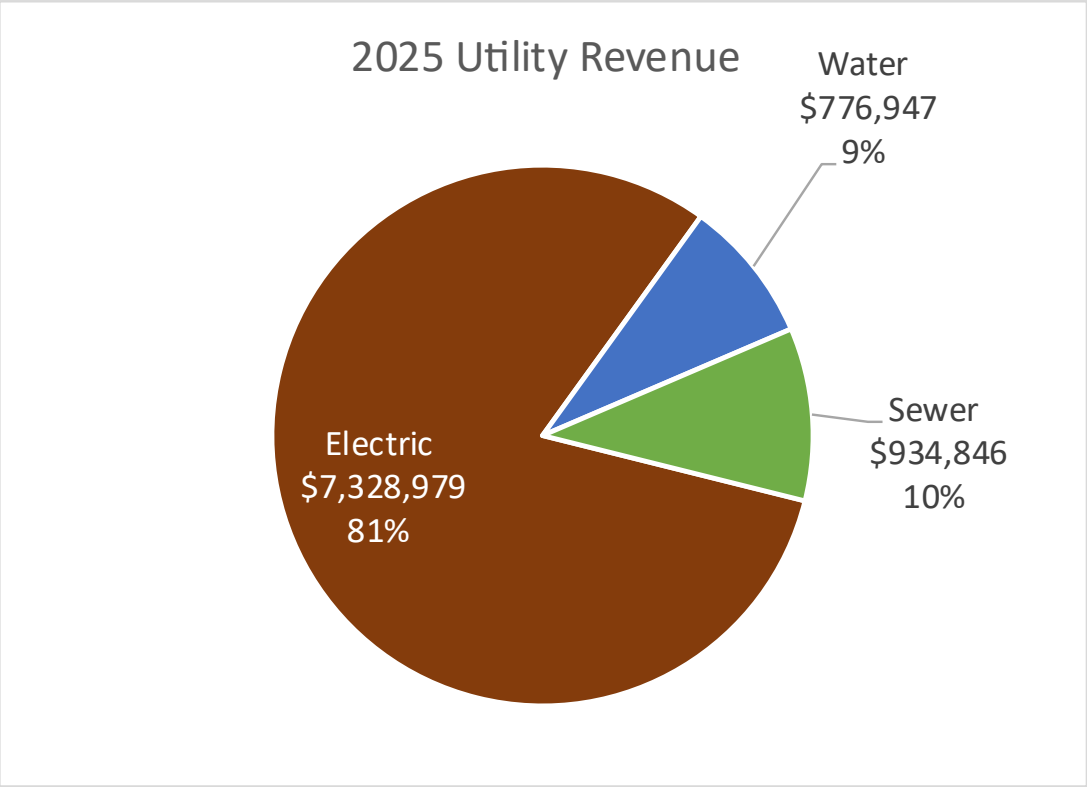
# April 2025 Water Revenue



# April 2025 Sewer Revenue







Report Criteria:  
Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg
Write Off								
05/19/2025								
LORENZ, SHIRLEY	6.87.93112.02	Write	1	Write off - In House (Deceased)			61.01-	M
Total 05/19/2025:							61.01-	
Total Write Off:							61.01-	
Grand Totals:							61.01-	

Service

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Multiple

# City of Plymouth Plan Commission

## UNOFFICIAL MINUTES

Mayor Pohlman called the meeting to order at 6:00 PM on May 1, 2025. The following members were present: Jane Meyer, Jeremy Schellin, Ron Nicolaus, John Wyatt, Greg Hildebrand, and Justin Schmitz. Also present: City Administrator/Utilities Manager Tim Blakeslee, Assistant City Administrator/Community Development Director Jack Johnston, and City Clerk/Deputy Treasurer Anna Voigt.

Alderman present but not acting in official capacity: Kevin Sande

- 1.) **Approval of Minutes from April 3, 2025:** Motion was made by Wyatt/Nicolaus to approve the minutes. Upon the call of the roll, all voted aye. Motion carried.
- 2.) **Election of Vice-Chairman of Plan Commission as Required by PMC 2-4-5(e):** Pohlman opened the floor for nominations for Vice-Chairman. Greg Hildebrand nominated himself for Vice-Chairman. There being no more nominations, motion was made by Wyatt/Schmitz to close nominations and elect Hildebrand as Vice-Chairman.
- 3.) **Site Plan Seeking Approval; 24 S. Highland Avenue, Zurn Properties, LLC (dba Precision Floors & Décor), for the construction of an 8,000 square foot expansion.** **Precision Floors & Décor:** Brian Zurn from Precision Flooring explained that they have been needing to expand for 5 or 6 years now. They plan on having space for materials and providing space for training new employed installers. Mayor Pohlman asked staff if there are any future roadway concerns that this expansion would interrupt? Johnston stated that he talked with DPW Director Austin and there are currently no future plans for road expansion of Roberts Pl. Johnston added the applicant did ask during initial discussion about having driveway access to Robert's Pl. and that would not be allowed. Motion was made by Nicolaus/Schmitz to approve the site plan of 24 S. Highland Ave., Zurn Properties, LLC for the construction of an 8,000 square foot expansion. Upon the call of the roll, all voted aye. Motion carried.
- 4.) **Site Plan Seeking Approval; 411 County Road PP, Masters Gallery Foods, Inc. for the expansion of an existing parking lot.** Tim Yeager from Masters Gallery explained they would like to add a parking lot to the south side of the building. Mayor Pohlman asked if they are taking away the hill. Yeager answered no, they will have to dig into it a little bit. A retention pond was built as big as it was in anticipation that they would have to do this at some point. Motion was made by Nicolaus/Wyatt to approve the site plan for 411 County Rd. PP, Masters Gallery Foods, Inc for the expansion of an existing parking lot.
- 5.) **Discussion and Possible Recommendation of Extraterritorial Certified Survey Map; N5806 County Road M, Plymouth, WI 53073 - located in the Town of Sheboygan Falls:** Item moved to next agenda
- 6.) **Discussion and possible motion; to amend the date and time of the previously scheduled Plan Commission meeting on July 3, 2025:** Motion was made by Nicolaus/Schmitz to move the July meeting date to July 10. Everyone voted aye, Schellin nay. Motion carried.
- 7.) **Communication – Letters, E-mails, or reports Related to the Plan Commission** Blakeslee and Johnston introduced a future zoning map system staff is working on.

Motion was made by Nicolaus/Wyatt to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, MAY 13, 2025 COMMITTEE OF THE WHOLE MEETING  
COUNCIL CHAMBERS  
CITY HALL, 128 SMITH STREET**

**UNOFFICIAL MINUTES**

1. **Call to Order and Roll Call:** Mayor Pohlman called the meeting to order. On the call of the roll, to following were present: Diane Gilson, Jeff Tauscheck, Dave Herrman, Kevin Sande, Greg Hildebrand, John Binder and Mike Penkwitz. Also present: City Administrator/Utilities Manager Tim Blakeslee, Assistant Administrator/Community Development Director Jack Johnston, Director of Public Works Cathy Austin and City Clerk/Deputy Treasurer Anna Voigt.
2. **Approve the Minutes from April 29, 2025:** Motion was made by Binder/Herrmann to approve the minutes from April. A unanimous aye vote was cast. Motion carried.
3. **Non-Conforming Structures / Lot Discussion:** Assistant City Administrator/Community Development Director Johnston showed the committee the new zoning map on the County's website. Johnston explained that the current City Zoning code defines non-conforming structure in 13-1-221 as "any such structure conforming in respect to use but not in respect frontage, width, height, area, yard, parking, loading, or distance requirements shall not be considered a nonconforming use but shall be considered non-conforming with respect to those characteristics." Many older properties have become non-conforming structures over the years as updates to the City Zoning code were approved. Mayor Pohlman asked how the city will handle additions if someone added a two-car garage to their lot and the neighbor complains about placement of a structure? Johnston stated that the City Attorney would help craft the Ordinance. The addition could not increase the non-conformity or create a new non-conformity. The Ordinance wouldn't be written in a way that people who have a non-conforming structure to build all the way up to their property line. Sande asked if setbacks and impervious surface would set apply? Johnston stated that the ordinance would alleviate those issues. Hildebrand asked if that would eliminate some Board of Appeals meetings. Johnston stated that it would. Penkwitz asked if there would be a 9 ft setback for certain properties of if it would be different per property. Setbacks in the code would still apply to the addition. The code right now reads if you have a non-conforming structure, you can't have any sort of addition even if the addition would be conforming to this current city zoning code. Mayor Pohlman suggested that it be taken to Plan Commission. No one on the committee had an objection.
4. **Municipal Dam Update:** City Administrator/Utilities Manager Blakeslee updated the committee about the dam. The engineering and design are nearly complete and will be submitted to the WDNR for review by the beginning of July. The original project estimate was \$2.5 million. As design progressed and access to the western side of the dam was granted, it became clear that the project cost would increase due to additional design requirements. In the 2025 budget, the city planned for a project cost of \$3.14 million. (\$1.64 million from earmarks/grants and \$1.5 million from debt issuance) Now that final design is nearing completion, Ayres has provided an updated project estimate of \$3,471,00 an increase of \$331,000. Staff worked with WDNR to secure an additional \$227,000 matching in grant funding for the project. Ethan Smith from Ayres explained the dam and how it would be working. Mayor Pohlman asked to clarify for the audience if the current dam and retaining wall will be removed. Smith stated yes, the whole spillway and left

abutment will be removed and 90 ft of the left downstream wall will be removed and replaced. Binder asked how high the new wall be along the parking lot. Smith stated that it will be 42 inched above the 8 ft elevation. The railing will go on top of the wall. Sande asked if the cost sheet are estimates from Ayres and if bids have been taken yet. Smith stated bids have not been taken yet. Herrmann asked if inflation and tariffs increases are included in the budget. Smith stated there is a 20% contingency as part of the estimate.

5. **Adjourn:** Motion was made by Hildebrand/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



# Application for Event

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

Applicant Name Dick Abhold Phone Number 920 254 4229  
Address W4169 Cty Rd U City Plymouth Zip 53073  
Are you a 501 (C-3) non-profit organization? ☒ No ☐ Yes Tax Exempt # \_\_\_\_\_

☒ I have included my organization's proof of insurance with this form.  
☐ I am exempt from requiring proof of insurance because I HAVE TO GET INSURANCE WITHIN  
30 days of event - will drop off pre-event (Clerk/Treas. Initials) \_\_\_\_\_

Authorized Agent \_\_\_\_\_ Home Phone \_\_\_\_\_  
Bus. Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Point of contact at Event (if different than Agent) \_\_\_\_\_

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

Event Date(s): August 9th 2025 Start/End Time: 9am / 3pm  
Name of Activity Dine Dyes Open 5 Purpose: Disc Golf Tournament  
Assembly Area Moyers Park Dispersal Area: \_\_\_\_\_  
Estimated Attendance 100 No. of Parade Units: \_\_\_\_\_  
Location of Block Party \_\_\_\_\_  
(Block off - street from - street to)

## Check all appropriate boxes:

Yes	No		Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Admission/Entry Fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fireworks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Financial Gain Activity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amusement Rides
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Concession Sales	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Setting Up Tents
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vendor Displays/Sale	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amplification Equipment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electricity Needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Musical Bands
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Portable Toilets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Horses/Animals
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street Closure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Snowmobiles/ATV's
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barricades Needed ( _____ )	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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 5/15/25 Signature [Signature] (Must be Applicant or Duly Authorized Agent)



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:** May 22, 2025  
**TO:** Mayor and Common Council  
**FROM:** Tim Blakeslee, City Administrator/Utilities Manager  
**RE:** Presentation from WPPI Energy

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**Background:**

Plymouth Utilities is a member owner of WPPI along with 51 other locally owned electric utilities. Plymouth Utilities purchases electricity from WPPI and in-turn supplies that electricity to our service area. With several new Common Council members over the past several years, Staff believes that it is a good time for a refresher on WPPI and what they provide Plymouth Utilities. In general, WPPI supports member utilities by having:

- A reliable, affordable, responsible power supply
- Cost-effective shared programs and services
- An effective voice for energy policy advocacy

**Recommendation:** No action required, review and discuss the presentation from WPPI Energy

**Attachment:**

- WPPI Presentation



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THE POWER TO THRIVE

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C E L E B R A T I N G

45

Y E A R S

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A JOINT ACTION UPDATE FOR

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MEMBER GOVERNING BODIES

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**Mike Peters**  
President & CEO  
May 27, 2025



# The Value of Public Power in Plymouth



**LOCAL** CONTROL

+



**STRONG** RELIABILITY

+

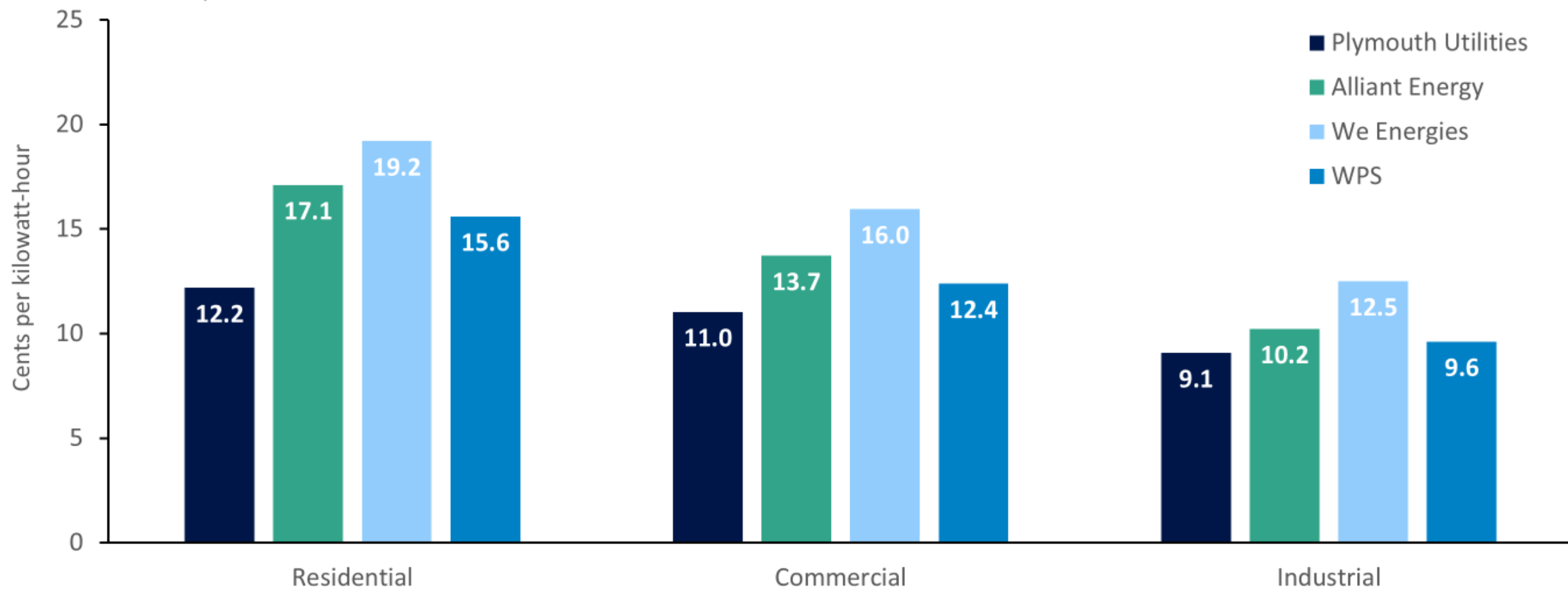


**PILOT** PAYMENTS,  
**AFFORDABLE** RATES



American Public Power Association

# Affordable Retail Electric Rates by Customer Class, 2024



## OUR MISSION

Help member utilities accomplish more by working together for reliable, affordable, responsible electricity, forward-thinking services and effective advocacy.

## OUR VISION

WPPI Energy members will set the standard for locally owned utilities working together to help their communities thrive.

# MEMBER-FOCUSED BUSINESS PLAN

Shaped by member feedback

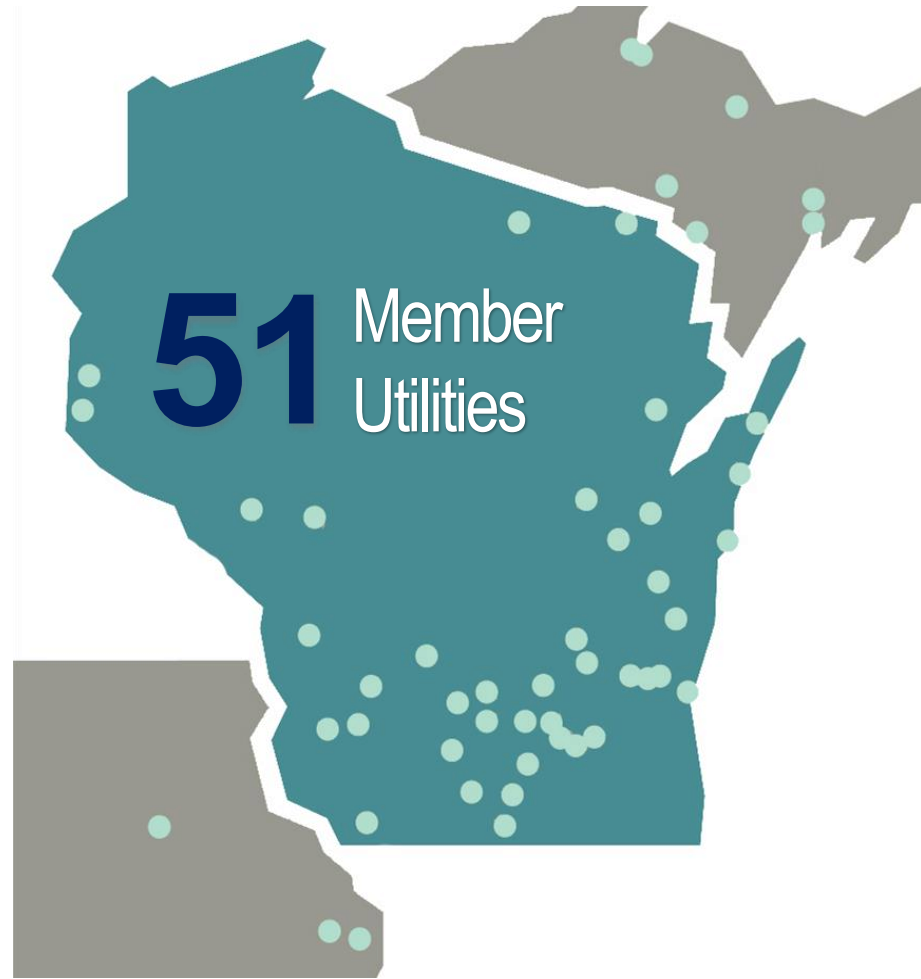


## Top initiatives in 2025

- Electric generation resource planning
- Continued transmission investments
- Member satisfaction and unity

## Ahead for 2026

- Develop 2027-2031 plan
  - Critically important: Member engagement and participation



Members form WPPI as a public power joint action agency



Every community has a seat on the board of directors



Board elects 11 representatives to an executive committee



Peak demand (in megawatts)<sup>2024</sup>

## WPPI BY THE NUMBERS

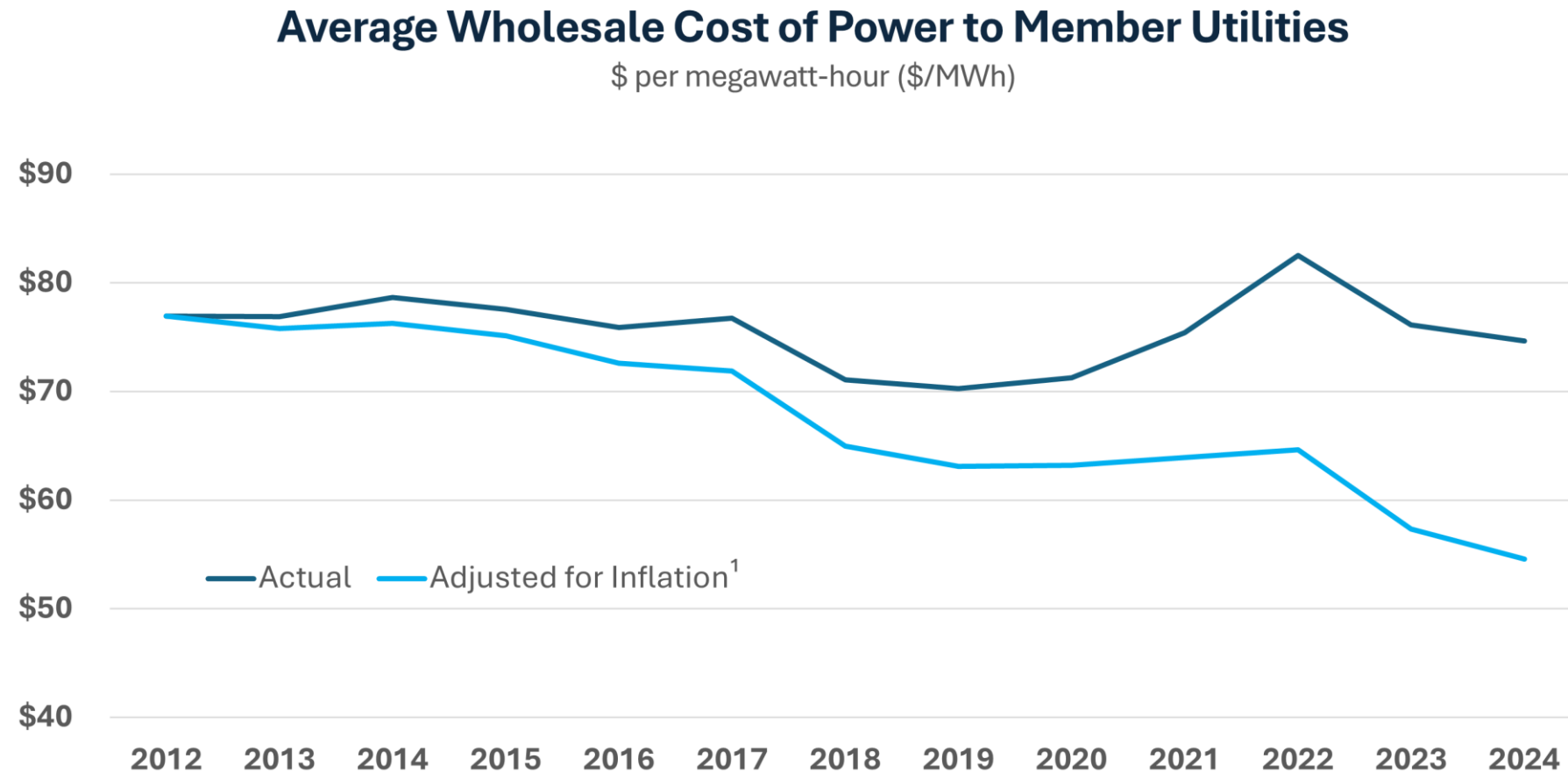


Annual budget  
(in millions)<sup>2025</sup>

Total assets (in  
millions)<sup>2024</sup>



# STABLE, COMPETITIVE COSTS



(1) Source: U.S. Bureau of Labor Statistics CPI-U, base year 2012.



# OUR DIVERSE RESOURCE PORTFOLIO

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WPPI's Primary Power  
Supply Resources

[wppienergy.org](http://wppienergy.org)



# TRANSMISSION OWNERSHIP

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Keeping costs down  
for WPPI members



# READY FOR THE FUTURE

- WPPI members are well positioned
  - Economies of scale, strength in numbers
  - Long-term power supply planning expertise
  - Financial strength



# THE POWER TO THRIVE

## Services, Support, Outreach & Advocacy

- Local data center inquiries
- Business technology developments
- Community outreach funds
- Energy policy advocacy
  - Tax exempt financing
  - Transmission right of first refusal







C E L E B R A T I N G

45

Y E A R S

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THE POWER TO THRIVE

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## Annual Meeting & Celebration

September 17, 2025  
Lambeau Field  
Green Bay, Wis.



# QUESTIONS?

# THANK YOU

wppienergy.org  
(608) 834-4500

**Follow us on:**



**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:** May 22, 2025  
**TO:** Mayor and Common Council  
**FROM:** Tim Blakeslee, City Administrator/Utilities Manager  
**RE:** Safety Awards Presentation - Electric Department

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**Background:**

Electric Operations Manager Ryan Roebrborn will highlight the following designations presented to the Electric Department this past year and discuss the importance of these items for the Utility.

1. MEUW Safety Award
2. APPA Safety Award
3. APPA RP3 designation for Plymouth Utilities
4. Certificate of Excellence in Reliability

**Recommendation:** No action required, receive report from Electric Operations Manager Ryan Roebrborn





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**DATE:** September 18, 2024

**TO:** Mayor and Common Council

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

**RE:** 7A. Ordinance No. 10 - An Ordinance Amending 2-3-20 The City  
Administrator/Utilities Manager Functions And Duties Related To Tax Incremental  
Financing (TIF)  
8A. Approval of the new TIF Application Process and Fee

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**Background:** Tax incremental financing (TIF) is the most effective tool Wisconsin cities and villages have to spur economic development and job creation. Municipalities have been using TIF successfully since 1975. 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 investment will promote private development, jobs, and tax base growth that would not otherwise occur in the absence of the TID. For a TID 101, visit: <https://www.ehlers-inc.com/wp-content/uploads/2023/02/Wisconsin-TID-101-2023-REV-2023-02-06-.pdf>.

Plymouth currently has three open districts: TID #5, TID #6, TID#7. TID #4 is formally closed, but was extended through 2025 to collect a final year of increment for the affordable housing increment fund permitted by state law. The Plymouth active TID map is attached.

**Strategic Plan:** The Common Council's 2023-2026 Strategic Plan highlights TIF District utilization/expansion as a strategic goal related to financial sustainability. The creation of a 'New TIF Strategy' is one of the strategic initiatives related to this goal outlined in the plan.

**New Process:** Staff has worked to develop the attached TIF Application process. The proposed process introduces a standardized application form, submittal requirements, and a clear review procedure. Applicants would be required to provide detailed project information, included in a letter of intent that includes construction details, TIF assistance requested, why the "but for" provision will be met, and the proposed public benefit. The process also includes an escrow deposit and a 'TIF Application Agreement' to cover City costs related to reviewing requests.

Applications would begin with an initial consultation with staff, followed by a completeness check by the City Administrator. Once deemed complete, the request would be reviewed by the Common Council to determine whether to proceed with negotiating a development agreement. Final approval of any agreement would rest with the Common Council.

This proposed process is intended to clarify expectations for applicants, create an efficient and timely review process, and ensure that review of TIF does not place a financial burden on the city. There is also a \$300 application fee.

**Ordinance:** The attached ordinance grants the City Administrator the ability to develop and implement a TIF process to promote the economic well-being and growth of the city. The City Administrator/Utilities Manager shall have authority to enter into 'TIF Application Agreements' with developers who seek TIF funding and to set escrow deposit amounts to reimburse the city for review and analysis of the TIF request. The new process and ordinance have been reviewed by Attorney Fieber.

**Staff Recommendation:**

7A. Move to approve Ordinance No. 10 - An Ordinance Amending 2-3-20 The City Administrator/Utilities Manager Functions And Duties Related To Tax Increment Financing (TIF)

8A. Move to approve of the new TIF Application Process and fee as presented.

**Attachments:**

- Ordinance No. 10
- New TIF Application
- Active TID Map

**CITY OF PLYMOUTH, WISCONSIN**

Ordinance No. \_\_\_\_\_ of 2025

**AN ORDINANCE AMENDING SECTION 2-3-20 OF THE CITY  
OF PLYMOUTH CODE OF GENERAL ORDINANCES REGARDING  
CITY ADMINISTRATOR/UTILITIES MANAGER FUNCTIONS AND DUTIES**

**WHEREAS**, the City of Plymouth is a body corporate and politic within Sheboygan County, Wisconsin; and

**WHEREAS**, the Common Council has a responsibility to review requests for Tax Increment Financing (TIF) in a timely manner in accordance with all applicable federal, state and local laws and regulations, and without unreasonable expense to City taxpayers; and

**WHEREAS**, the City Administrator shall promote the economic well-being and growth of the city through public and private sector cooperation and by serving as the lead staff role for economic development projects; and

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

**Section 1. Creating Code.** Section 2-3-20(c) Functions and duties of the administrator, specifically subsection (13) of the Municipal Code of the City of Plymouth is hereby created to read as follows:

“(13) Establish and implement City-wide processes related to Tax Increment Financing (TIF) to promote the economic well-being and growth of the city. The City Administrator/Utilities Manager shall have authority to enter into TIF Application Agreements with developers who seek TIF funding and to set escrow deposit amounts therein to reimburse the city for review and analysis of the TIF request.”

**Section 2. Severability.** Should any portion of this Ordinance or the affected Municipal Code Section be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected.

**Section 3. Effective Date.** This Ordinance shall take effect the day after publication.

Enacted on \_\_\_\_\_, 2025.

**CITY OF PLYMOUTH**

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

Date: \_\_\_\_\_

**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: \_\_\_\_\_, 2025

\_\_\_\_\_  
**Anna Voigt**, Clerk



## APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT

By signing and submitting this Tax Increment Financing Application (Application), Applicant, \_\_\_\_\_, certifies and acknowledges that:

- Additional costs above the amount of the application fee incurred by the City of Plymouth (City) for outside professional review or analysis of this Application, and any development agreement resulting from this Application, will be the responsibility of the Applicant. For avoidance of doubt, the Applicant shall be responsible for paying all costs incurred by the City to review and analyze the Application and the project, if any, related to the Application, including, but not limited to, the development of land.
- Denial of the Application or failure to reach agreement with the City on a development agreement shall not entitle the Applicant to a refund of the Application fee or any costs incurred by the City to review or analyze the Application and the related project, if any.
- Decisions and approvals regarding the Application or the Applicant's project, including the development of land, are legislative determinations to be made in the City's discretion and that the Applicant's compliance with the requirements of this Application does not, in any way, entitle the Applicant to approval of the Application or the Applicant's project.
- The information contained in this Application is, to the best of the Applicant's knowledge, true and correct. The Applicant agrees to notify the City, in writing, of any changes that materially affect the accuracy of this statement. Further, the Applicant authorizes the City or its agents to verify the information provided in the Application and to obtain additional information concerning the Applicant(s) financial condition.
- To the extent the City provides tax increment financing (TIF) to the Applicant, the final form and amount of financing the City offers may differ from that requested, and the form and amount of financing shall be finalized through the execution of a development agreement. The terms and conditions of the development agreement will be negotiated in good faith between the Applicant and the City, and terms and conditions may include, but not be limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, and consent of mortgagee.
- Depending on the characteristics of a record and if a records request is made, records provided pursuant to this Application may need to be disclosed in response to a records request under the Wisconsin Public Records Law.

Applicant (print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **TAX INCREMENT FINANCING (TIF) APPLICATION**

All submittals shall contain the following to be considered complete:

1. Completed application form
2. Letter of Intent (LOI) that includes:
  - Name of developer and owner
  - Estimated Project start and end dates
  - Description of site or building(s) (e.g. current condition, historical overview, size and condition of existing structures, environmental conditions, past uses, etc.)
  - Description of proposed use and end users (e.g. industrial, commercial, retail, office, residential for sale or rental, senior housing, etc.)
  - Construction information (e.g., size of existing structures to be rehabbed or razed, size of new construction, type of structural and finish materials, delineation of square foot allocation by use, total number and individual square footage of residential units, type of residential units, number of affordable units, number/type of parking spaces, construction phasing plan, etc.) – including estimate of construction cost & estimate of assessed value once complete
  - Draft project renderings (to the extent possible, renderings could be provided at this stage to better explain the site and proposed uses; additional drawings may be required for the project during later steps in the process)
  - Confirmation that project is consistent with goals and objectives of the TIF Project Plan for the District (if district is already created)
  - Amount of TIF assistance requested
  - Description of public benefits, including job creation
  - Statement regarding why TIF is essential and why the "but for" provision will be met\* [examples may include items such as: extraordinary soil conditions, environmental contamination; bringing public infrastructure (sewer, water, etc.) to project site; to meet annual cash on cash/IRR requirement of investor of xx %, etc.] \*Note: In the "but for" discussion, you must clearly describe why TIF is needed to help this project and why the project will not / cannot proceed without such support. Failure to clearly provide the "but for" explanation will delay action on your request.
3. Signed/completed TIF Application Agreement and Deposit

## APPLICATION PROCEDURE

Applications submitted for TIF assistance shall be reviewed through the following process:

**Initial Consultation.** Applicants are advised to meet with the City Administrator and Assistant City Administrator/Community Development Director to discuss their project and request with City staff. Depending on the project specifics, the involved staff may include the Finance Director, City Engineer, City Clerk and potentially others.

To request a meeting, contact the City Administrator at (920)-893-3745 or by email at [tblakeslee@plymouthwi.gov](mailto:tblakeslee@plymouthwi.gov)

Staff may assist by identifying concurrent processes that may be feasible during a TIF assistance approval process, such as rezoning, site plans, conditional use permits, etc. To the greatest extent possible, staff hope to accommodate a prompt time-frame by running multiple approvals concurrently.

**Preliminary Determination of Completeness.** The City Administrator will review the application for completeness and applicability. If the application is incomplete or if additional information is needed the applicant will be notified that the application is not complete, and the reasons will be stated referring to the specific additional information required.

**Common Council Preliminary Review.** Following a determination of completeness, the application and request will be reviewed in closed session by the Common Council to begin the negotiation process. The applicant will be notified of the date of Common Council meeting at which the application is reviewed. Applicants may also be required to be present at the Common Council meeting during open session to answer questions regarding the proposed project. The Common Council may (1) direct staff to further review the request and continue with a development agreement\*, (2) deny the application, or (3) table the application pending further discussion or information by the applicant.

*\*Note, at this stage in the process the Common Council may direct staff to utilize outside consultants to review the request for TIF assistance, develop a maximum amount of assistance, the form of incentives, and required assurances, etc. These decision points will provide parameters for City Staff and the applicant to negotiate a draft Development Agreement for future consideration by the Common Council.*

**Draft Development Agreement.** Upon direction by the Common Council, City Staff shall create a draft Development Agreement based on the direction provided by Common Council and City consultants. The draft Development Agreement will be reviewed with the applicant. The Development Agreement will describe the obligations of both the City and the applicant, and the terms and conditions of TIF assistance.

**Common Council Final Approval.** Final decision-making authority on granting TIF assistance rests with the Common Council. Once scheduled for Common Council action, approval may be completed in a single meeting. However, the Council has the right to defer action for further study/review or outright deny the request. In order to avoid delay, staff will work diligently with the developer to assemble thorough and complete information.



## TAX INCREMENT FINANCING (TIF) APPLICATION AGREEMENT

This Tax Increment Financing (TIF) Application Agreement (the "Agreement") is made and entered into this \_\_\_ day of \_\_\_\_\_, \_\_, by and between the City of Plymouth, a Wisconsin municipal corporation (the "City"), and \_\_\_\_\_(the "Applicant").

### RECITALS

- A. Concurrent with the execution of this Agreement, the Applicant has filed with the City a Tax Increment Financing Application (TIF Application).
- B. The City desires to review and take action on the TIF Application in a timely manner in accordance with all applicable federal, state and local laws and regulations, and without unreasonable expense to City taxpayers.
- C. The Applicant agrees and acknowledges that decisions and approvals regarding the TIF Application or any related development activities are legislative determinations to be made in the City's discretion and that the Applicant's compliance with this Agreement does not, in any way, entitle the Applicant to approval of the TIF Application or any related development activities.
- D. The process of reviewing the TIF Application will cause the City to incur direct and indirect expenses including, but not limited to, staff time and fees and expenses incurred by the City for outside consultant services related to review of the TIF Application (e.g., financial consultants, attorneys, planners, and other professionals).
- E. The Applicant may also be responsible for other professional consultant review services as noted in Municipal Code Section 13-1-174 related submissions to the City Plan Commission.

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, and for good and valuable consideration, the City and the Applicant agree as follows:

- 1. *Recitals.* The representations and recitations set forth in the foregoing paragraphs are material to this Agreement and are hereby incorporated into and made a part of this Agreement as though they were fully set forth in this paragraph.
- 2. *Applicant to Reimburse City Review Costs.* The Applicant shall reimburse the City for all direct and indirect costs and expenses related to the City's review of the TIF Application. The direct and indirect costs and expenses include, but are not limited to, staff time and fees and expenses incurred by the City for outside consultant services (e.g., financial consultants, attorneys, planners, and other professionals). For purposes of this Agreement, the direct and indirect costs and expenses shall be referred to as "Review Costs." City staff time shall be charged at current rates.
- 3. *Deposit Required to Fund Reimbursement Account.*
  - a. To ensure that funds are readily available to the City for reimbursement of the Review Costs as provided in paragraph 2 above, the Applicant shall deposit \_\_\_\_\_ \$10,000\_\_\_\_\_ with the City (the "Escrow Deposit") into a non-interest-bearing account held by the City (the "Reimbursement Account"). This amount is determined by the City Administrator based on his/her analysis of the scope of the TIF Application, which may include consultation with outside consultants. All Escrow Deposit amounts shall be determined by the City Administrator in his/her sole discretion and are not subject to challenge by the Applicant.

- b. The Applicant is responsible for payment of all Review Costs regardless of whether the amount exceeds the amount initially deposited with the City. The City reserves the right to require the Applicant to deposit additional amounts if the Reimbursement Account (defined below) has been depleted.
- c. The Escrow Deposit may be provided in the form of cash, a certified check, cashier's check, personal check, or some other form as approved by the City Administrator/Utilities Manager.
- d. The required Escrow Deposit must be made by the Applicant upon execution of this Agreement.
- e. The Applicant agrees and acknowledges that the City will not process the TIF Application and that the City may suspend or otherwise stop activities associated with the TIF Application if the Applicant fails to comply with this Agreement.
- f. The City shall place and maintain the Escrow Deposit to be used solely for the purpose of reimbursing the Review Costs in accordance with paragraph 4 below.
- g. Appeals regarding to the Escrow Despot amount may be appealed to the Common Council.

4. *City Withdrawals from the Reimbursement Account.*

- a. After complying with the notification requirements of paragraph 4.b. below, the City is entitled to make withdrawals from the Reimbursement Account to pay Review Costs in accordance with paragraph 2 above.
- b. Not less than 5 days prior to making any withdrawal from the Reimbursement Account, the City shall provide the Applicant with an itemized invoice for Review Costs incurred, together with a written notice of the City's intent to withdraw such funds from the Reimbursement Account.
- c. Withdrawals from the Reimbursement Account may be made as often as necessary to reimburse the Review Costs. In the event that the balance of Applicant's Reimbursement Account reaches \$5,000 or less, the City shall have the discretion to continue withdrawing funds from the Reimbursement Account; to invoice the Applicant directly for payment; or to require the Applicant to pay additional monies to the City, which monies shall be deposited in the Reimbursement Account. Payments for directly invoiced bills shall be due 30 days from the date the invoice is mailed to the Applicant.
- d. Any amounts remaining in the Reimbursement Account after the City has taken final action on the TIF Application and all Review Costs have been paid shall be promptly refunded to the Applicant.

5. *Authority/Binding Effect.* The parties agree that the undersigned signatories to this Agreement have full power and authority to act on behalf of the City and the Applicant, and that all necessary and enabling resolutions have been enacted. This Agreement shall bind the heirs, successors and assigns of the Applicant and the City.

6. *Notification of Parties.*

Any notices to be provided under this Agreement may be made by delivery in person, by First Class mail, or by electronic mail (request a read receipt required) as provided below:

To City:                      City of Plymouth  
                                    Attn: City Administrator  
                                    128 Smith St. P.O. Box 107  
                                    Plymouth, WI 53073-0107  
                                    tblakeslee@plymouthwi.gov

To Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. *Severability.* If any provision of this Agreement is deemed invalid, then the invalidity of said provision shall not affect the validity of any other provision hereof.
8. *Amendment, Withdrawal, or Release.* This Agreement may be withdrawn, amended or released only by a written document duly executed by both parties.
9. *Effective Date.* This Agreement shall be effective commencing on the date indicated in the first paragraph above.

*IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the duly authorized individuals and officers below.*

CITY OF PLYMOUTH

By: \_\_\_\_\_

Tim Blakeslee

City Administrator

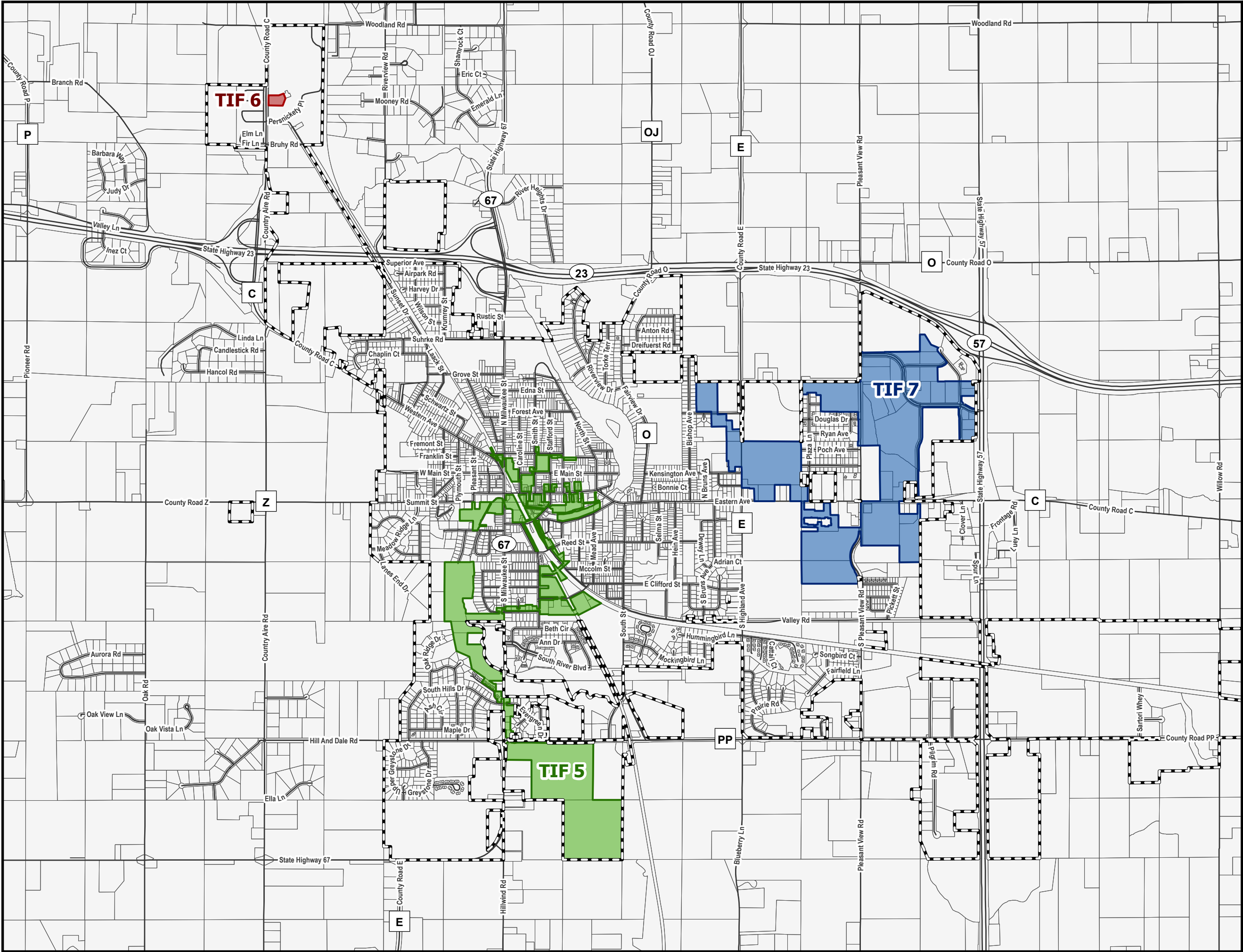
APPLICANT

By: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

**City of Plymouth**  
128 Smith St. - P.O. Box 107  
Plymouth, WI 53073-0107



ACTIVE TIFS MAP  
DRAFTED ON: 5/22/2025

LEGEND

- TIF 5
- TIF 6
- TIF 7
- PLYMOUTH CITY LIMITS
- PARCEL BOUNDARY

NOTES:  
1. PARCEL AND MUNICIPAL BOUNDARIES  
ACQUIRED FROM SHEBOYGAN COUNTY.

1:24,000  
1" = 2,000'  
0 1,000 2,000 FEET





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**DATE:** May 22, 2025

**TO:** Mayor and Common Council

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

**RE:** Revolving Loan Fund (RLF) Loan Request from Precision Floors and Decor (at 24 S Highland Ave)

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**Background:** The City of Plymouth Revolving Loan Fund (RLF) was recently reestablished by the City in coordination with the Plymouth Redevelopment Authority (RDA). The new RLF program currently has a fund balance of approximately \$2.46 million, with \$1.24 million available for loans. Outstanding loans include the following: approximately \$10,322 from Hub Studio Café (original loan \$50,000); \$471,564 from Plymouth Industries (original loan \$500,000); \$75,685 from Klips and Tips (original loan \$93,674); and \$660,000 from TID#5 (original loan \$750,000) to be repaid by 2028.

- 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.

**Request:** Precision Floors and Décor submitted a loan application in March 2025 for a building expansion project at 24 S Highland Ave. The proposed project includes the development of a training center to help grow, retain, and recruit employees. An estimated 5–10 jobs are expected to be created. The cover letter and application are attached (Attachment 1).

**Request Summary:**

1. Total Project Cost: \$700,000
2. RLF Request: \$350,000 (50% of project funding)
3. Private Bank Financing: \$0
4. Company/Investor Financing: \$350,000

**Draft Terms Recommended by the RLF Committee:**

- **Name of Borrower:** Precision Floors and Décor
- **RLF Loan Amount:** \$350,000
- **Interest Rate:** Variable
  - Years 1–3: 2.85% (current mortgage rate: 4.25%)

- Year 4: 3.1% (capped at 2 points over WSJ prime)
- Year 5: 3.6% (capped at 2 points over WSJ prime)
- Years 6–10: increases 1% per year (capped at 2 points over WSJ prime)
- **Term:**
  - 10-year loan with a balloon payment in year 10
  - 20-year amortization schedule
  - Monthly payments of principal and interest
  - No prepayment penalty

**Collateral:**

- Personal guarantee from Brian Zurn (required)
- Subordinate general business security interest to Waldo State Bank on all business assets pursuant to a General Business Security Agreement
- Second-position mortgage to Waldo State Bank on the property at 24 S Highland Ave
- Subject to Plan Commission site plan approval (Complete as of 5-1-25)
- Construction must begin within 12 months of loan issuance

**Conditions:** All standard RLF Manual conditions apply.

**RLF Committee Recommendation:** At the meeting on May 15, 2025 the Revolving Loan Committee unanimously recommended the Revolving Loan Fund (RLF) Loan request the from Precision Floors and Décor be approved by the Common Council as presented.

**Staff Recommendation:** Approve the Revolving Loan Fund (RLF) Loan request from Precision Floors and Décor and direct Staff and City Attorney to finalize documentation.

**Attachments:**

1. Term Sheet
2. Cover Letter and Loan Application

## **Precision Floors and Decor**

### **Revolving Loan Request – Term Sheet**

**The Project:** The loan request is for Precision Floors and Decor, a local flooring contractor, to support building a new training center expansion.

**Request Summary:**

1. Total Project Cost: \$700,0000
2. RLF Request: \$350,000 (50% of project funding)
3. Private Bank Financing: \$0
4. Company/Investor Financing: \$350,000

**Uses of funds:**

1. Building Expansion: \$700,000

- Name of Borrower: Precision Floors and Decor
- RLF loan: \$350,000
- Interest Rate: Variable
  - Year 1-3 Interest rate at 2.85% (Mortgage currently at 4.25%).
  - Year 4 Interest rate at 3.1% (Capped at 2 points over prime – Wall Street Journal).
  - Year 5 Interest rate at 3.6% (Capped at 2 points over prime – Wall Street Journal).
  - Years 6-10 Interest Rate increase 1% per year (Capped at 2 points over prime – Wall Street Journal).
- Term:
  - 10-year loan with balloon payment in year 10.
  - 20-year amortization schedule
  - Interest and principal is to be paid monthly over the balance of the term
  - No prepayment penalty.
- Collateral:
  - Personal Guarantee with Brian Zurn – Required
  - Subordinate general business security interest to Waldo State Bank on all business assets pursuant to a General Business Security Agreement
  - Second Position Mortgage to Waldo State Bank on the building at 24 S Highland Ave
  - Approval is subject to Plan Commission site-plan approval (Complete as of 5-1-25)
  - Work must begin on building within 12-months of loan issuance
- Conditions: RLF Manual Conditions



03/21/2025

Good afternoon,

I am writing today to share Precision Floors & Décor's plan for the addition in which we have asked for funding assistance from the city. We have completed the application for funding and are awaiting a decision.

We plan to expand our current warehouse to allow for more stock materials and a space to be utilized as a training center. By adding this training center, we hope to recruit, train and retain employees interested in the installation field.

Currently, Precision Floors & Décor is scheduling tile installations into late May and June. The goal is to be able to offer tile installation with a quicker turn around time. Most people are excited to begin their project and the extended time between sale and installation can often seem like an eternity and a slight let down.

If you have any questions, please do not hesitate to reach out.

Thank you,

*Tammy Stephany*

Tammy Stephany

Accountant

Precision Floors & Décor

920-400-1123





Wisconsin's Heartland... On the Grow

## REVOLVING LOAN FUND APPLICATION

### SECTION I-APPLICANT INFORMATION

<b>Legal Entity:</b> <input type="checkbox"/> C Corp <input checked="" type="checkbox"/> S Corp <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Nonprofit (Attach copies of IRS documents showing acceptance of Federal Tax Exempt Status)	
<b>Legal Name</b> (as it appears on W-9 or IRS filings for non-profit): <i>Precision Floors &amp; Decor</i>	
<b>Trade Name:</b>	
<b>Mailing Address:</b> <i>24 S Highland Ave</i>	
<b>City, State, Zip:</b> <i>Plymouth WI 53073</i>	
<b>FEIN:</b> <i>46-1829945</i> (Federal Employee Identification Number - Tax ID or Social Sec. #)	<b>State of Organization</b> (Per Articles of Incorporation/Organization): <i>WI</i>
<b>Date Established:</b> <i>1997</i>	
<b>Foreign Owned:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes: Country:	<b>Percent of Ownership:</b> %
<b>Fiscal Year End Date</b> (MM/DD): <i>12/31</i>	<b>Primary Product or Service:</b> <i>Interior Finishes</i>
<b>Website URL:</b> <i>precisionllc.com</i>	<b>Phone</b> (Head of Organization): <i>920-400-1123</i>
<b>Head of Organization:</b> <i>Brian Zurn</i>	<b>Title:</b> <i>Owner/President</i>
<b>Email:</b> <i>tammy@precisionfloordecor.com</i>	<i>Tammy Stephany, Accountant</i>
<b>Check box if W-9 is attached to the application</b> <input checked="" type="checkbox"/>	
<b>Check Marital Status:</b> Married <input checked="" type="checkbox"/> Unmarried <input type="checkbox"/>	<b>If Married, Spouse Name:</b> <i>Crystal Zurn</i>

### CONTACTS

<b>Application Project Contact:</b> <i>Tammy Stephany</i>	<b>Title:</b> <i>Accountant</i>
<b>Email:</b> <i>tammy@precisionfloordecor.com</i>	<b>Company:</b> <i>Precision Floors &amp; Decor</i>
<b>Phone:</b> <i>920-400-1123</i>	<b>Mailing Address:</b> <i>24 S Highland Ave</i>
<b>City, State, Zip:</b> <i>Plymouth WI 53073</i>	
<b>Company Financial Contact:</b> <i>Tammy Stephany</i>	<b>Title:</b> <i>Accountant</i>
<b>Email:</b> <i>tammy@precisionfloordecor.com</i>	<b>Company:</b> <i>Precision Floors &amp; Decor</i>
<b>Phone:</b> <i>920-400-1123</i>	<b>Mailing Address:</b> <i>24 S Highland Ave</i>
<b>City, State, Zip:</b> <i>Plymouth WI 53073</i>	

### DEMOGRAPHICS (Please check all that apply)

<b>Is the business/organization -</b>	
<b>Minority Business Enterprise:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Woman Business Enterprise:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Veteran Business Enterprise:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Service-Disabled Veteran-Owned Business Enterprise:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## SECTION II-EMPLOYMENT

### CURRENT EMPLOYMENT

(Sheboygan County will confirm employment based on payroll data. You are required to provide payroll with application.)

Total Company Employment: <u>21</u>	Total County Employment:
Total Company Full Time Employment: <u>19</u>	
Number of hours annually considered full time employment and eligible for benefits: <u>1664</u>	
Number of hours average full time employee works: <u>35-37</u>	
Enter the physical address of each Wisconsin facility of the Applicant Entity and related entities, as well as any other entities housed at the project site(s). Include number of full-time employees (i.e., persons employed directly by the company, not a temp agency).	
Address(Street, City, Zip): If the employee works remotely, please list the address of payroll site	Project Location: Number of Full Time Employees:
<u>24 S Highland Ave Plymouth</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>14</u>
<u>4716 Expo Dr Manitowoc</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>5</u>
Employment data as of: <u>2/25/25</u>	

## SECTION III - BENEFIT INFORMATION

Employer-Sponsored Health Insurance Provided to Employees:	<input type="checkbox"/> None <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Family
Percent of Health Insurance Premium Paid by Company:	<u>100</u> %
Other Benefits Provided to the Majority of the Workforce:	<u>Dental, Vision, Long term Disability</u>
Will new employees be provided with substantially the same benefits as described above?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:	
If health care benefits are not being provided, explain other health care options available to employees:	

## SECTION IV - OWNERSHIP INFORMATION

### OWNERSHIP BREAKDOWN

(Complete the ownership breakdown table, listing all individuals who own 20% or more of the company)

Full Legal Name (first, middle if applicable, last):	Date of Birth (mm/yyyy):	Email Address:	Ownership %
1. <u>Brain R Zum</u>	<u>12-05-1977</u>	<u>brain@precisionfloordecor.com</u>	<u>100</u> %
2.			%
3.			%
4.			%
5.			%
All Others:			%
Total:			100%
Notes:			

A separate email will be sent to each individual with 20% or more ownership interest in an applicant company.

## SECTION V - INFORMATION ON LEGAL PROCEEDINGS

Has the applicant been involved in a lawsuit in the last 5 years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the applicant been involved in a bankruptcy or insolvency proceeding in the last 10 years, or are any such proceedings pending?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the applicant been charged with a crime, ordered to pay or otherwise comply with civil penalties imposed, or been the subject of a criminal or civil investigation in the last 5 years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the applicant have any outstanding tax liens?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please attach a detailed explanation of any YES responses.	



# PROJECT INFORMATION

Project Location: ☒ City ☐ Town ☐ Village of: Plymouth

Project Street Address: 245 Highland Ave

Project Start Date: 6/2025

Project End Date: 11/2025

☒ Detailed Project Description:

Add on to our current Warehouse, creating a training center to grow, retain, recruit new employees - especially installers.

RLF Funding: \$ 350,000

Jobs to be created:

5-10

Non RLF Funding: \$ 350,000

Jobs to be retained:

All

Project Cost: \$ 700,000

Total Employment:

32-Guess

## SOURCES AND USES OF FUNDS

Uses	Bank	Other	RLF	Total
<u>Addition Downpayment</u>	<u>350,000</u>	<u>CASH</u>		<u>350,000</u>
			<u>350,000</u>	
TOTAL			<u>350,000</u>	<u>350,000</u>

COLLATERAL	Present Market Value	Balance
Land & Building	\$ <u>797,000.00</u>	\$ <u>328,400.00</u>
Machinery and Equipment	\$ <u>100,000.00</u>	\$ <u>0</u>
Accounts Receivable	\$ <u>125,000.00</u>	\$ <u>125,000.00</u>
Other:	\$	\$
Other:	\$	\$
Total:	\$	\$

## INDEBTEDNESS

To Whom Payable	Present balance	Int Rate	Maturity Date	Payment	Security
<u>Waldo State Bank</u>	<u>326,580.25</u>	<u>4.25%</u>	<u>4/2026</u>	<u>\$3074</u>	
				\$	
				\$	
				\$	

Amounts should correspond with the most recent interim financial statement.

\*Will renew @  
Current interest rate

Attachment I



EASTERN AVENUE

PLAT OF SURVEY

FOR: KSI Construction  
Lot 1, Assessment Plat No. 2 Of the City Of Plymouth, Located In the  
NE 1/4 Of the NE 1/4, Section 27, T15N, R21E, City of Plymouth,  
Sheboygan County, Wisconsin.

BENCHMARK  
FLAG BOLT ON  
HYDRANT  
EL. = 879.48

ROBERTS PLACE  
(66' WIDE R.O.W.)

SANITARY SEWER MANHOLE  
TOP = 876.86

S0°26'17"W 203.98'

S89°40'47"W

1" PIPE

EXISTING BUILDING

WOOD RETAINING WALL

CONCRETE

BLACKTOP

EXISTING BUILDING

AC FAN

STORM SEWER  
MANHOLE  
TOP = 876.62

100.00'

PROPOSED NEW  
BUILDING ADDITION

100.00'

CONCRETE

CONCRETE

CONCRETE

CONCRETE RAMP

HVAC FAN

SANITARY SEWER MANHOLE  
TOP = 877.10

BLACKTOP

N88°18'18"E 307.19'

CONCRETE RAMP

CONCRETE PAD

EXISTING SHED

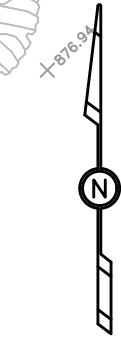
S0°07'32"E

S HIGHLAND AVENUE  
(66' WIDE R.O.W.)

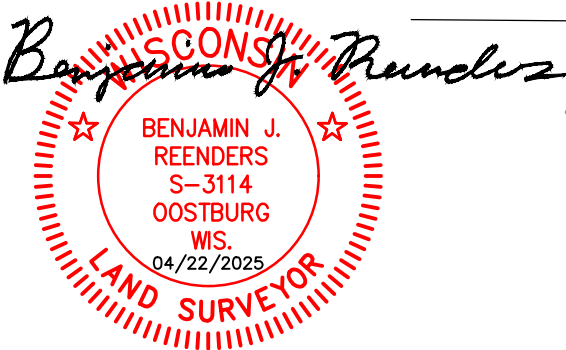
LEGEND

- = Iron Stake Found
- ⊙ = Power Pole
- ⊖ = Sanitary Manhole
- ⊕ = Catch Basin
- ⊙ = Hydrant
- W — = Water Line
- T — = Telecom Line

- NOTES:
- UTILITY STRUCTURES VISIBLE ON THE GROUND SURFACE HAVE BEEN SHOWN PER ACTUAL MEASUREMENTS. UNDERGROUND UTILITY LINES HAVE BEEN SHOWN PER AVAILABLE RECORDS AND MARKINGS BY DIGGERS HOTLINE AND SHOULD NOT BE INTERPRETED AS THE EXACT LOCATION NOR THE ONLY UTILITIES IN THIS AREA.
  - PARCEL MAY BE SUBJECT TO EASEMENTS AND RIGHTS NOT SHOWN THAT A COMPLETE TITLE SEARCH MAY DISCLOSE.
  - COORDINATES ARE BASED ON SHEBOYGAN COUNTY COORDINATE SYSTEM.
  - ELEVATIONS ARE NAVD88(GEOID12B).



Scale: 1" = 30'



I Benjamin J. Reenders do hereby certify that  
this survey is correct to the best of my  
knowledge and belief.

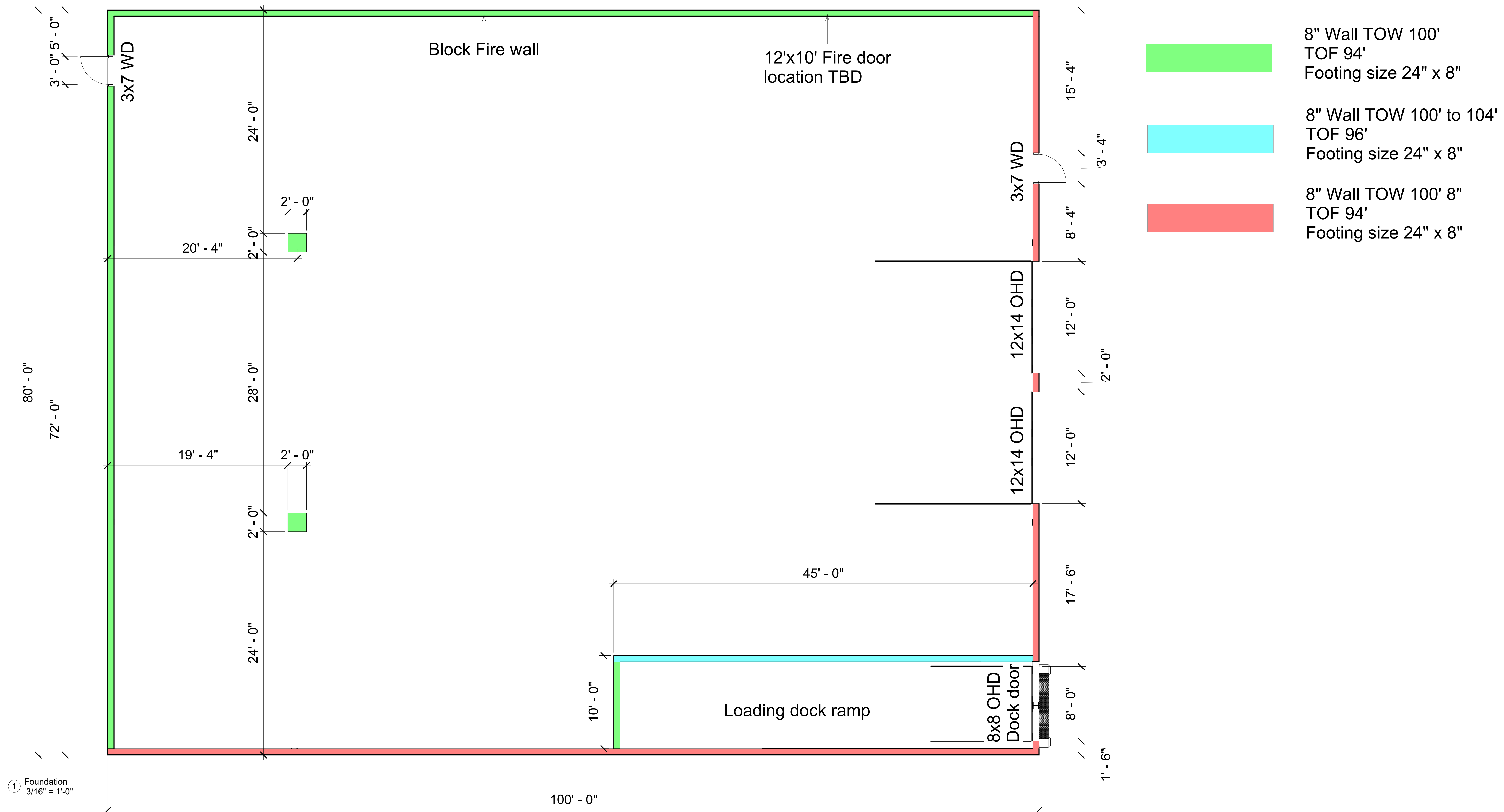


100 South 10th Street  
Oostburg, WI 53070  
920-547-0599

CEDAR CREEK SURVEYING, LLC  
ENGINEERS • SURVEYORS • DRAFTERS  
www.cedarcreeksurveying.com



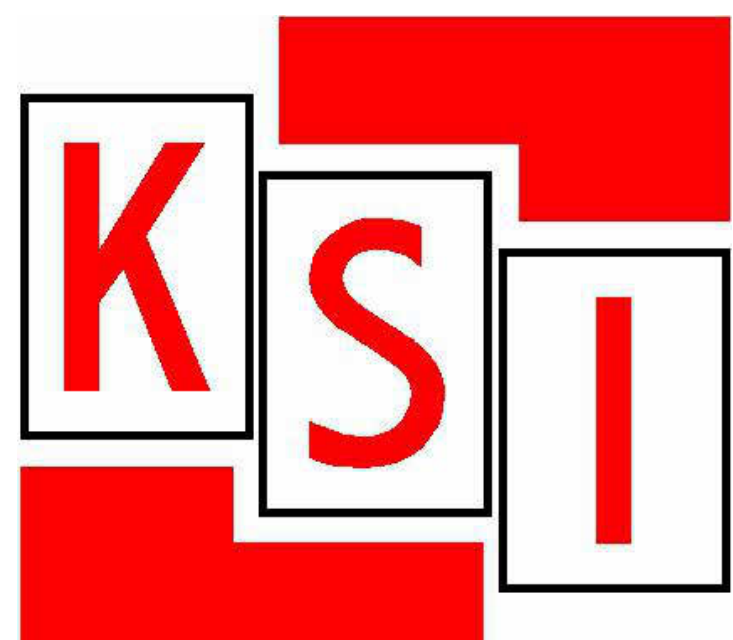
Existing building



8" Wall TOW 100'  
TOF 94'  
Footing size 24" x 8"

8" Wall TOW 100' to 104'  
TOF 96'  
Footing size 24" x 8"

8" Wall TOW 100' 8"  
TOF 94'  
Footing size 24" x 8"



Notes:

N6111 County Road OJ  
Plymouth, WI 53073  
800-472-6422

[www.ksiconstruction.com](http://www.ksiconstruction.com)

[illegible]

# For Bidding Only

Client:

**Precision Floors**

Project Description:

**Building Addition**

Enter address here

Drawing Description:

Foundation

Revision No.	Project Number
Date	Issue Date
Drawn By	Author

Drawing No.

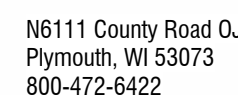
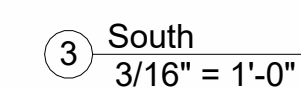
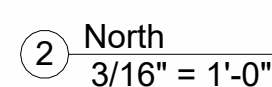
# A102

Scale at ANSI Standard D Page 12 of 24 3/16" = 1'-0"





4 West  
 $3/16" = 1'-0"$



[www.ksiconstruction.com](http://www.ksiconstruction.com)

[illegible]

# For Bidding Only

Client:

Precision Floors

Project Description:

## Building Addition

Enter address here

Drawing Description:

Side views

Revision No.	Project Number
Date	Issue Date
Drawn By	Author

Drawing No.

A103

Scale at ANSI Standard D Page 13 of 24 3/16" = 1'-0"