

**CITY OF PLYMOUTH
PLYMOUTH REDEVELOPMENT AUTHORITY
THURSDAY, DECEMBER 3, 2019 7:30 AM
FIRE HALL TRAINING ROOM, 128 SMITH ST, PLYMOUTH, WI**

Official Meeting Minutes

- 1. Call to Order – Roll Call:** Chairman Gentine called the meeting to order at 7:30 AM. Members present were Lee Gentine, Donna Hahn, Randy Schwoerer, Ronna O'Toole, Jackie Jarvis, and Ken Pannier. Absent: John Nelson. Interim City Administrator Cathy Austin, Clerk / Treasurer Sabrina Dittman, Chamber of Commerce – Mary Hauser and Angie Matzdorf. Cheese Counter Manager Tracy Foss was also present.
- 2. Approval of Agenda:** Hahn moved to approve agenda; Jarvis seconded. Motion carried.
- 3. Approval of October 15, 2020 Meeting Minutes:** Jarvis moved to approve the minutes; Schwoerer seconded. Motion carried.
- 4. Discussion about progress and fundraising on the Eastern Avenue Arch and Mill St. Trestle:** Lee Gentine began the discussion notifying the committee that Poblocki Signs is still working on the engineering for the project. Gentine said that the trestle will be hand painted and that the work was initially to begin this month, however, due to other pending projects it has been delayed to possibly March 2021. The total estimated cost for the painting will be around \$33,000. Gentine mentioned having signs of some of the cheese companies displayed on the trestle. Interim Austin stated that she will need to read the City of Plymouth's zoning code to be sure that is not considered outside advertisement. Further discussion to be held at a later date.
- 5. Mural Update:** Gentine told the committee that he spoke with Debbie Carr and that they will be choosing a date sometime in June 2021 to coordinate the mural painting project.
- 6. Rental Agreement and Accounting for the Cheese Counter:** Gentine told that committee that currently the Cheese Counters financials are being reconciled by Huberty & Associates as well as Corson, Peterson and Hamann. Gentine said that Huberty is putting together a full package price for completing all financing for the Cheese Counter. Estimated cost will be around \$14,000 annually or roughly \$1,200 per month if the committee chooses to use Huberty for financial statements. Further discussion to be held at a later date.
- 7. Information need for the county "Someplace Better Plymouth" Campaign:** Committee member Jarvis said that she needs more time to review the website to see if they are including the appropriate links for people to navigate the City of Plymouth's section. Jarvis said she believes that the Sheboygan County Economic Development Corporation oversees the website. Jarvis mentioned using the projector at the next meeting so that the committee can look at the website and links together. Further discussion to be held at a later date.

8. Lighting and Trash in Stayer Park: Committee Member Schwoerer mentioned that there needs to be more lighting at Stayer Park as well as additional trash cans. Interim City Administrator Cathy Austin told the committee that currently there are 15 lights in the park that have the same wattage as the lights within the city. Schwoerer stressed the need for the additional lighting due to children congregating in the park at night and that extra lighting would possibly help to minimize the activity in the evening. Gentine directed the topic to be brought before the Parks Committee for discussion. Schwoerer also wanted the issue of security in the park be looked at by the police department. Schwoerer also mentioned that additional trash cans are needed in the park as he has noticed an increase in trash in the park area. A motion was made by Jarvis to request that the Police Chief, Parks Committee and the Department of Public Works review and provide an analysis of the situation and to provide to the committee in writing how they plan to address the issues. Motion was seconded by Hahn. A unanimous aye vote was cast by the committee. Motion carries.

9. New Downtown Business Out-Reach and “Shop Plymouth/Local” Campaign: Chamber of Commerce Mary Hauser said that the campaign has received a lot of good feedback from the downtown stores. The campaign has been posted on LinkedIn, Twitter, Facebook and Instagram.

10. Update from Cheese Counter General Manager: Cheese Counter Manager Tracy Voss informed the committee that the Cheese Counter’s new website is up and running. Online orders are now available to be ordered through the website. Voss stated that with slower foot traffic into the store, the online version of ordering will be pushed to increase sales.

11. Communication – Letters, E-Mails, or Reports Related to the Redevelopment Authority (Staff, Chairperson, Members, ect.): None.

12. Adjournment: Motion by Jarvis to adjourn, Schwoerer seconded. Motion carried.

Minutes Submitted by: Sabrina Dittman Clerk / Treasurer