

CITY OF PLYMOUTH
PLYMOUTH REDEVELOPMENT AUTHORITY
THURSDAY, OCTOBER 15, 2020 7:30 AM

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, Jackie Jarvis, Randy Schwoerer, Ken Pannier, and John Nelson. Interim Deputy Clerk / Treasurer Paul Seymour, Plymouth Chamber Executive Director Mary Hauser, Mayor Donald Pohlman, and Interim City Administrator Cathy Austin were also in attendance.
- 2. Approval of Agenda:** Hahn moved to approve agenda; Jarvis seconded. Motion carried.
- 3. Approval of August 6, 2020 Meeting Minutes:** Jarvis moved to approve the minutes; Nelson seconded. Motion carried.
- 4. Update and Discussion on Streetscape Arches:** Gentine reported that the Plan Commission gave the plan for the arches its approval at their September 3rd meeting. Since then there have been several updates.

Update 1: the pedestals will now be cream city brick and the signage black, to keep in theme with the rest of the city's buildings and street lights/signage. The general discussion about this update was that it was a change for the positive. Also discussed was the possibility of lights being added to the top of the arch pedestals. If there are no further delays, the arch bases could be in the ground in the Fall, the arch(es) be fabricated over Winter, and the construction done in the Spring.

Update 2: the western arch will no longer be constructed as a stand-alone structure. Instead, the railroad trestle on Mill St, will be painted and have signage installed to act as the second arch. The estimated paint cost (not including signage) for the project was \$33,530, which is significantly less than the \$90K estimate for the western arch. Discussion was held with the overall view that this was a very good idea. The Plan Commission should be notified of the changes, and the appropriate permits/railroad insurance will have to be obtained. Gentine will continue to work with his contact at Watco to ensure that all of these have been procured.
- 5. Discussion on and Preliminary Planning for Mural Event:** Discussion about possible dates led to the selection of the weekend of June 26th, the last Saturday in June 2021. That would tie the date to the Family Music Festival held by the Chamber of Commerce. Other events could also be scheduled around it such as the Kids for WI (Hahn). Gentine stated that if the date had to be changed, that was okay as there was no upfront cost. If it did need to be changed, they could fall back to the 18th as the following weekend is the July 4th weekend and there is a Road America NASCAR race.
- 6. Discussion regarding Cheese Counter Rental Agreement and Accounting Service Charges:** Gentine will be meeting with the new ED of the SCEDC and Huberty to discuss the fees the Cheese Counter is paying for the SCEDC's tax return in exchange for the \$1/year lease from the SCEDC. He wants to make sure that the amount that the Cheese Counter is paying is fair.
- 7. Update from Cheese Counter General Manager:** Tracy Foss was not present, but did provide a summary update for the board, from which Gentine gave highlights. Because they are still

getting credit card denials about 2% of the time with the new software, Tracy does not want to fully abandon 2 Touch. They are also working on two different cheese boxes to be sold nationally in order to drive online revenue. The website continues to be worked on.

8. Communication – Letters, Emails, or Reports Related to the Redevelopment Authority (Staff, Chairperson, Members, etc.): Jarvis updated the board on the welcome folders. It was decided that Austin's signature will not be included, but that mayor's will be. The hope is to get the packets to realtors selling downtown buildings to businesses to make sure that they know that the RDA is there and for things like the sign grant. The Plymouth City logo was requested from Austin and Seymour. Jarvis also would like to see if the Someplace Better Plymouth info could be more robust. Gentine instructed Jarvis to bring a list of assignments for what the members should look for on the website to the next RDA meeting.

Schwoerer raised concerns about the lighting and trash receptacle signage at Strayer Park. There are many youths who hang out at the park and there is often a mess. Gentine asked Austin to check for existing signage and garbage cans and to talk to the Chief of Police regarding police checks.

Schwoerer also brought up question of marketing money for something like "Shop Plymouth" leading up to Thanksgiving. The Chamber of Commerce is working on Shop Local campaign set to start November 1st. No action assigned on this.

9. Adjournment: Nelson moved to adjourn the meeting; Schworer seconded. All voted aye. Motion carried.

Minutes Submitted by: Paul Seymour, Interim Deputy Clerk / Treasurer