

CITY OF PLYMOUTH
PLYMOUTH REDEVELOPMENT AUTHORITY
THURSDAY, MAY 14, 2020 8:30 AM

**Due to Wisconsin's "Stay at Home" order, this meeting of
Plymouth Redevelopment Authority was conducted via WebEx.**

Official Meeting Minutes

- 1. Call to Order – Roll Call:** Chairman Gentine called the meeting to order at 8:30 AM. Members present were Lee Gentine, Donna Hahn, Jackie Jarvis, John Nelson and Randy Schwoerer. Deputy Clerk / Treasurer Anna Voigt, Cheese Counter General Manager Tracy Foss, Plymouth Chamber Executive Director Mary Hauser, and Interim City Administrator Cathy Austin were also in attendance.
- 2. Approval of Agenda:** Hahn moved to approve agenda; Schwoerer seconded. Motion carried.
- 3. Approval of April 17, 2020 Meeting Minutes:** Schwoerer moved to approve the minutes; Jarvis seconded. Motion carried.
- 4. Downtown Business Plan to Re-Open:** Gentine stated that everything changed overnight. The Wisconsin Supreme Court rule overturned Governor Evers Stay at Home order. Sheboygan County hasn't issued any guidelines. Hahn stated a few shops said they were opening. The Center Gallery plans on opening. Foss from the Cheese Counter shared her plan. The Cheese Counter will have plexiglass shields up. The workers will be wearing masks and use hand sanitizer. The customers will be recommended to wear masks but not required. The bathrooms will be cleaned every 2 hours. Circles are going to be on the ground spaced 6 feet apart. Hahn mentioned not opening the restrooms at the Art Center. Foss is still working on a plan for people eating inside. The Cheese Counter is going to encourage take outs and pick-ups. Gentine suggested separating tables. Schwoerer recommended having people eat inside. Schwoerer stated training the staff to always smile when working with the customers is the most important thing.
- 5. Discussion and Possible Action on Streetscape Arches:** Gentine emailed 2 new renderings from Poblocki Signs. Each arch has a different font. One sample is in blue and the other in black. The letters are raised. Nelson stated a light may not be needed anymore. Hahn asked if something could be changed about the stark white background. Jarvis suggested an off white. Schwoerer stated he loved the new design. Gentine pointed out that one of the designs included a digital screen on the other side. The display could be used for promotion of local events and retailer specials. Gentine mentioned it could be a way to increase revenue for the Cheese Counter. Hahn stated the Art Center has problems with their sign and remoting in to change the display. Hahn recommended the committee keep this in mind if they choose to have a digital sign. Gentine suggested the sign flash short messages instead of messages scrolling. Jarvis asked when the committee should start asking for funding. Nelson stated that requests for big ticket items to be in the budget would be soon. Nelson stated that most of this is probably going to come from outside funding. Austin stated that requests need to be made by late June. The 2020-2021 budget is pretty tight.
- 6. Update on Walldog Mural Maintenance / 2020 Walldog Event:** There was no update.

7. Update from Cheese Counter General Manager: Foss stated that the Cheese Counter has purchased a new inventory system, Yellow Dog and POS system, Shopify. They are working on getting everything set up. The two systems are going to help make inventory more efficient.

8. Communication – Letters, E-mails, or Reports Related the Redevelopment Authority (Staff, Chairperson, Members etc.): Jarvis gave an update on the Welcome packets. She has visitors guides and the sign grant application. She asked if the committee would like to have a letter and if anyone has folders for the information. Schwoerer stated he would supply the folders. Jarvis thanked Schwoerer and stated she would be giving the packets to the City and realtors.

Schwoerer stated that Gentine and himself presented former City Administrator Brian Yerges with a signed light fixture from the lamp posts in downtown. The light was first put up in downtown when he started and they were taken down a month before he left.

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

Minutes Submitted by: Anna Voigt, Deputy Clerk / Treasurer