

**PLYMOUTH REDEVELOPMENT AUTHORITY
CITY OF PLYMOUTH, WISCONSIN**

THURSDAY DECEMBER 1, 2022

Meeting Minutes

- 1. Call to order and roll call** Chairman Gentine called the meeting to order at 7:30 AM. Members present were Lee Gentine, Donna Hahn, John Nelson, Randy Schwoerer, Ronna O'Toole, and Ken Pannier. Tim Blakeslee, City Administrator/Utilities Manager, Anna Voigt, Patrick Campbell, Mary Hauser, Chamber of Commerce Executive Director, and Jenna Schram, Cheese Counter Manager, were also in attendance.
- 2. Approval of Meeting Minutes from the September 14, 2022 meeting** Motion was made by Schwoerer/Nelson to approve the minutes from September 14, 2022. A unanimous aye vote was cast. Motion carries.
- 3. Consent to Assignment of the Management Agreement for the Cheese Counter (133 E Mill Street).** City Administrator/Utilities Manager Blakeslee explained that the City has now purchased 133 E. Mill St. from the SCEDC. Motion was made by O'Toole/Hahn. A unanimous aye vote was cast. Motion carries.
- 4. Discussion of Cheese Counter 2022 Financials/Cheese Counter Update:** Manager of the Cheese Counter Schram stated they were coming into the holiday season. They have an order from Sartori Cheese for 800 gift boxes. The boxes will have all local products and no cheese. Gentine asked if there have been any promotions for the season. Schram stated that she isn't focusing on promotions to get people in the door. She is trying to offer new items to get people to come in. Gentine went over the financials from the Cheese Counter. The Cheese Counter is still losing money.
- 5. Discussion and possible approval of sign grant for Red Shorts Café:** Motion was made by Nelson/Schwoerer to approve the sign grant for Red Shorts Café. A unanimous aye vote was cast. Motion carries.
- 6. Discussion and possible action regarding Sign/Façade Grant program changes:** Gentine explained the form was being updated to accept sign/façade grants after work was already done. Motion was made by Schwoerer/Pannier to approve the changes to the sign/façade grant program. A unanimous aye vote was cast.
- 7. Update on Downtown Design Strategy** Blakeslee gave a brief update on the strategy. On Dec 5. the ad hoc committee made a recommendation to plan commission. There will be an open house on January 5, 2023 before the plan commission meeting.
- 8. Communication – Letters, E-mails, or Reports Related to the Redevelopment Authority (Staff, Chairperson, Members etc.)** Nelson mentioned that the Council is creating an Ad Hoc committee for affordable housing.
- 9. Adjournment:** Motion was made by Schwoerer/Hahn to adjourn the meeting. A unanimous aye vote was cast. Motion carries.