

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, JUNE 27, 2023 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, June 13, 2023**
  - B. **Approve City and Utility Reports:**
    - I. **Electric, Water and Sewer Sales Report – May 2023**
    - II. **Utility Related Write Offs for June - \$1,340.71**
  - C. **Minutes acknowledged for filing - Housing Authority: June 23 – Plymouth Community Television: May 15 - Finance & Personnel: June 13**
  - D. **Approve list July 1, 2023 to June 30, 2024 Alcohol Beverage License Application: Approved by Police Department and Clerk’s Office.**
  - E. **Approve Application for fireworks permit from Wolverine Fireworks on July 8, 2023 – Request to waive fee**
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. **New Business:**
  - A. **Approval of Substation Transformer Bid from Virginia Transformer – City Administrator/Utilities Manager, Tim Blakeslee**
  - B. **Discussion and Action on Class “B” Beer Alcohol License for Plymouth Wine & Cheese, LLC – City Administrator/Utilities Manager, Tim Blakeslee**
  - C. **Discussion and Action on Class A Combination Beer & Liquor Alcohol License for Weber’s of Plymouth – City Administrator/Utilities Manager, Tim Blakeslee**
  - D. **Approval of Sunset Drive Fiber Optic Expansion Project Bid from TelCom Construction, LLC - City Administrator/Utilities Manager, Tim Blakeslee**

**E. Approval of Professional Service Agreement with Sand County Environmental for the Inter-Community Incinerator Site with funding from the Contingency Fund – Director of Public Works, Cathy Austin**

**7. Entertain a motion to go into closed session for the following:**

Pursuant to Wis. Stat. 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – 59271818700

**8. Entertain a motion to go into open session**

**9. Discussion and possible action on closed session item**

**10. Adjourn to 7:00 PM on Tuesday, July 11, 2023**

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, JUNE 13, 2023 COMMON COUNCIL MEETING  
128 SMITH ST. PLYMOUTH, WI 53073**

**UNOFFICIAL MINUTES**

1. **Call to order and roll call:** Mayor Donald Pohlman called the meeting to order at 7:00 PM. On the call of the roll, the following Alderpersons were present: Greg Hildebrand, Jeff Tauscheck, Dave Herrmann, Angie Matzdorf, Diane Gilson, Mike Penkwitz, Bob Schilsky, and John Nelson. Also present were, City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, Director of Public Works Cathy Austin, and City Clerk/Deputy Treasurer Anna Voigt.
2. **Pledge of Allegiance**
3. **Approval of the Consent Agenda (Alderpersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Matzdorf/Herrmann to approve the consent agenda as stated. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meeting held Tuesday, May 30, 2023**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 5/1/23 – 5/31/23**
  - C. **Minutes acknowledged for filing – Police and Fire Commission: May 16 – Library Board: May 1**
  - D. **Building Report for April 2023 – 52 permits at \$8,526,947.00**
  - E. **Approve Temporary Class “B” Alcohol License for Generations – Summer Concert Series, to be held at 1500 Douglas Dr. on June 20, July 18, August 15, and September 19 from 5 PM – 8 PM. Underage persons are requested to be on the premise.**
  - F. **Approve Temporary “Class B” and Class “B” Alcohol License for Generation – Paul Todd at Twilight, to be held at 1500 Douglas Dr. on August 5 from 4 PM – 10 PM. Underage persons are requested to be on the premise.**
  - G. **Approve Temporary Class “B” Alcohol License for Plymouth Municipal Band – German Night in City Park, to be held at City Park 203 Suhrke Rd. on July 27 from 4 PM – 11 PM. Underage persons are requested to be on the premise.**
  - H. **Approve Temporary Change of Premise for 52 Stafford to include the parking lot owned by the American Legion on June 24, 2023**
  - I. **Approve list July 1, 2023 to June 30, 2024 Alcohol Beverage License Applications: Approved by Police Department and Clerk’s Office.**
  - J. **Approve Temporary Class “B” Alcohol License for Plymouth Chamber of Commerce – Cheese Capital Cheese Festival, to be held at Stayer Park 39 Stafford St. on June 23 – June 24 from 6 PM – 9 PM. Underage persons are requested to be on the premise.**

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:** Jackie Pottratz spoke about the Downtown Design Strategy, Pottratz thanked everyone who worked on the document, but is against the strategy. Shannon Brunet spoke out against the Downtown Design Strategy. Jessica Bumbard-Kinch spoke out against the Downtown Design Strategy but was in favor of the Economic Development position. Joe Van Deerven spoke out in favor of the Downtown Design Strategy. Lee Gentine spoke in favor of the Strategy.
5. **Items removed from Consent Agenda:** None
6. **Oath of Office and Pinning Ceremony for Officer Justine Welsch:** Chief Ruggles and Deputy Chief Starker said a few words. City Clerk Voigt administered the Oath of Office. Officer Welsch's wife did the pinning of his badge.
7. **Oath of Office and Pinning Ceremony for Lieutenant Christopher Sondalle:** Deputy Chief Starker said a few words introducing Lieutenant Sondalle. City Clerk Voigt administered the Oath of Office. Lieutenant Sondalle's wife did the pinning of his badge.
8. **Resolution:**
  - A. **No. 10 Approving the Compliance Maintenance Resolution to the Wisconsin Department of Natural Resources (CMAR):** Director of Public Works Austin explained that the Compliance Maintenance Annual Report is a yearly report required by the Department of Natural Resources who promulgate the discharge values in compliance with the Environment Protection Agency. The purpose of the CMAR is to evaluate the wastewater treatment system for problems or deficiencies. Motion was made Hildebrand/Penkwitz to approve Resolution No. 10 approving the compliance Maintenance Resolution to Wisconsin Department of Natural Resources. Upon the call of the roll, all voted aye. Motion carries.
9. **New Business:**
  - A. **Approve Reciprocal Dark Fiber IRU Agreement with TDS Metrocom LLC** – City Administrator/Utilities Manager Blakeslee explained that TDS Fiber is currently completing a fiber optic installation in Plymouth. The project is expected to take approximately 3 years to complete. Over the past several months Staff alongside the City attorney Boardman Clark have been negotiating with TDS on terms for a Reciprocal Dark Fiber IRU agreement. The primary focus of the agreement is a fiber swap between the City and TDS. TDS will install new fiber for the City to use to the pool and golf course and in exchange TDS will be granted usage of an unused portion of the City's already buried fiber line to Johnsonville. With a fiber connection to the pool and golf course, the City will be eventually able to accept credit cards at these locations, allow them to be on the city phone system, and allow them to have city network access. The Finance and Personnel Committee recommended approval of the agreement. Motion was made by Nelson/Tauscheck to approve the Reciprocal Dark Fiber IRU Agreement

with TDS Metrocom LLC. Upon the call of the roll, all voted aye. Motion carries.

- B. Presentation, Discussion, and Possible Action on Downtown Design Strategy** – City Administrator/Utilities Manager Blakeslee did a presentation explaining the Downtown Design Strategy. The Downtown Design Ad-Hoc Committee was formed in 2021 to create a project that was anticipated to result in a set of recommendations that the City of Plymouth can implement over the next several years. The Downtown Design Strategy is a document somewhat akin to the Comprehensive Plan update. The document does not create or change ordinances, nor bind the Common Council to follow recommendations should the Council change policy direction change in the future. Blakeslee went over the different motion options. Hildebrand/Gilson made a motion to file the document with the clerks' offices to signify to staff the end of the project and not be implemented into any ordinance or law type form, documents would be filed and the project would be unused. Herrmann asked why a document like this is needed for a city the size of Plymouth when the document looked at 22 Cities that are much larger. Blakeslee replied the vision of the committee was not looking at Plymouth how it is now but looking at Plymouth 10 to 20 years from now as Plymouth grows. Plymouth's Comprehensive Plan shows we are due for a boom with Housing Development over the next few years. The goal of the committee was looking forward for the downtown. Upon the call of the roll, 6 ayes and 2 nays. Motion carried.

- 10. Adjourn to 7:00 PM on Tuesday, June 27, 2023** – Motion was made by Penkwitz/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

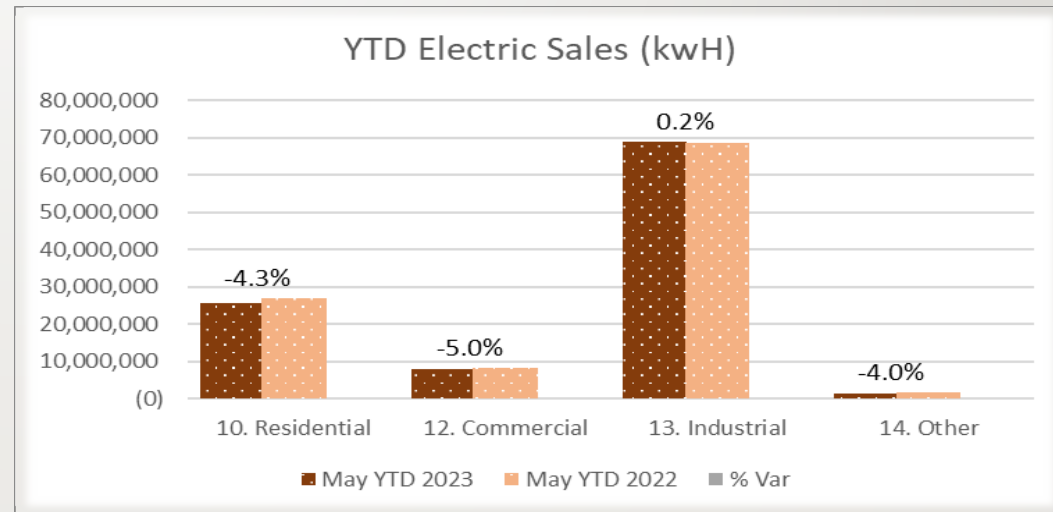
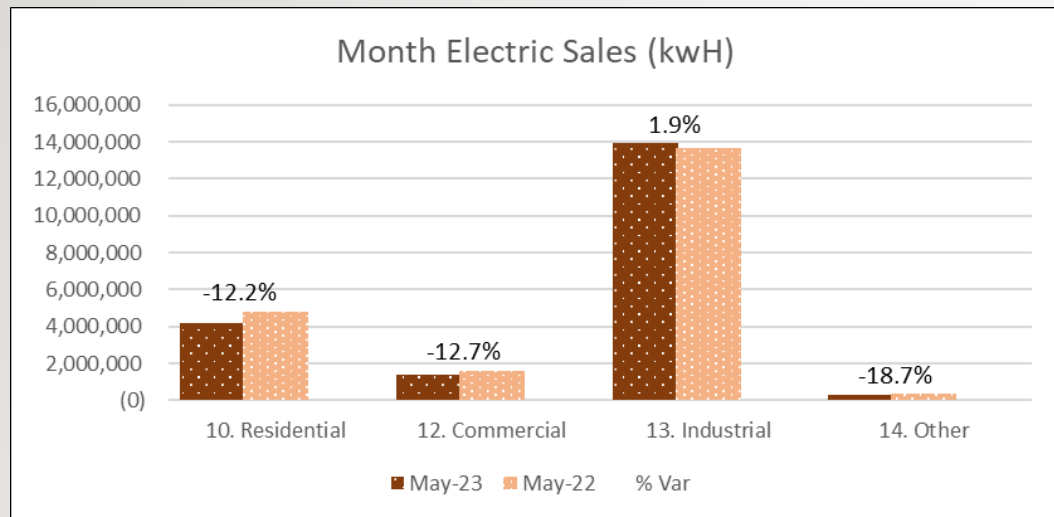


# Plymouth Utilities

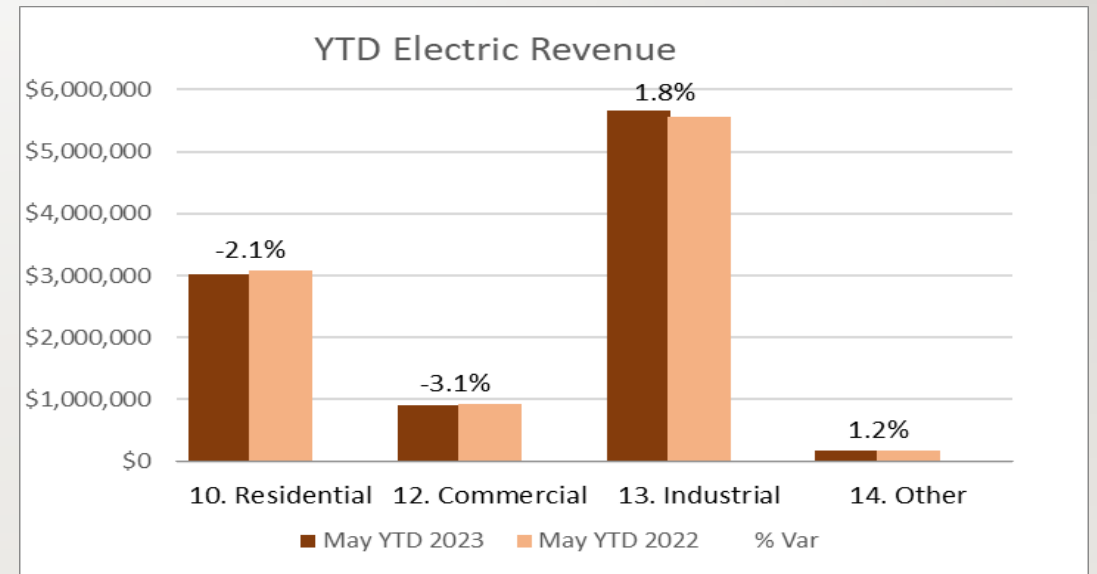
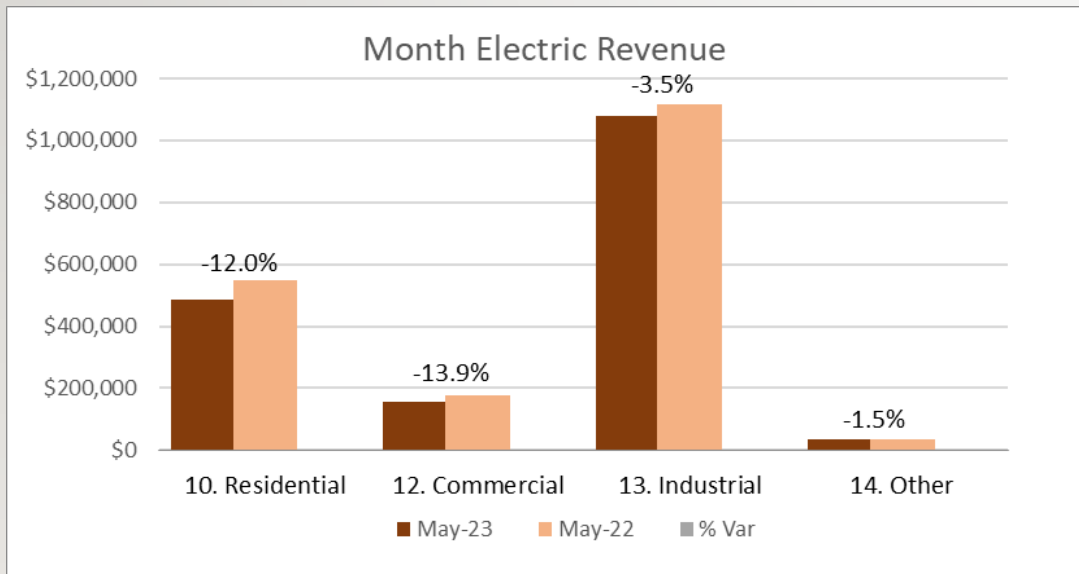
MAY 2023

SALES & REVENUE

# May 2023 Electric Sales

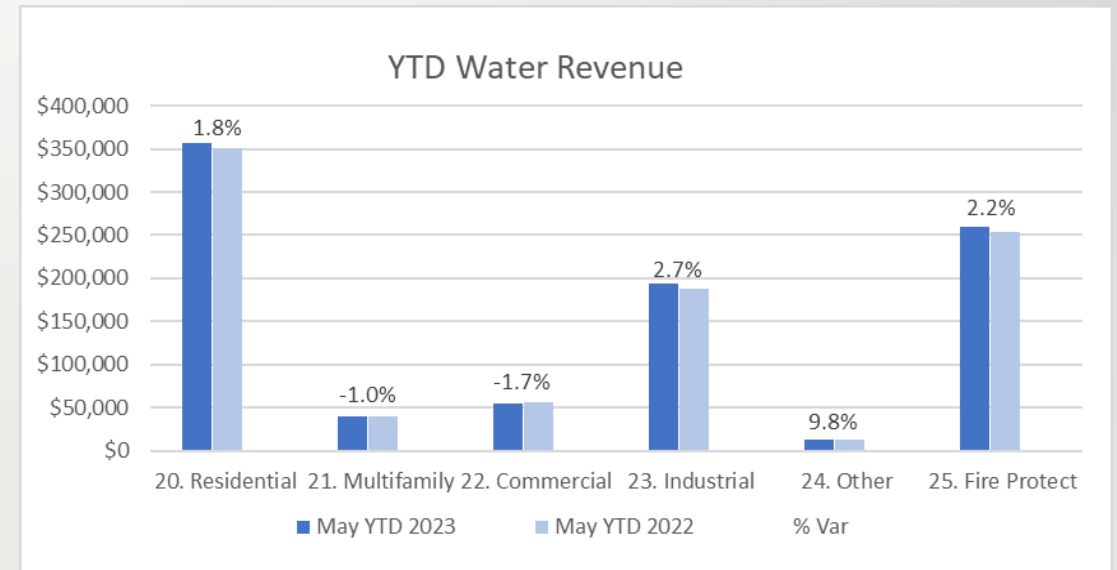
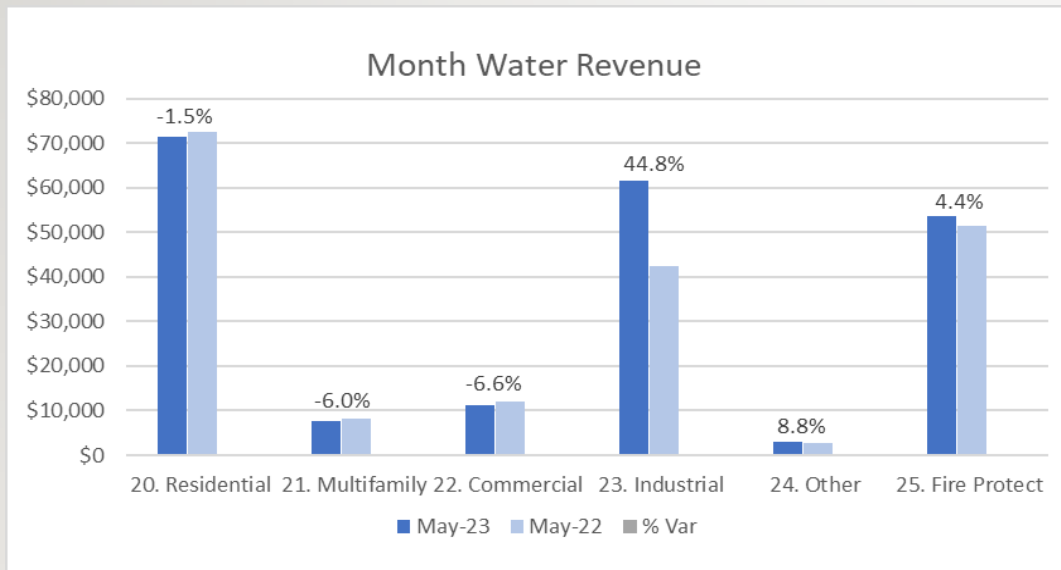


# May 2023 Electric Revenue



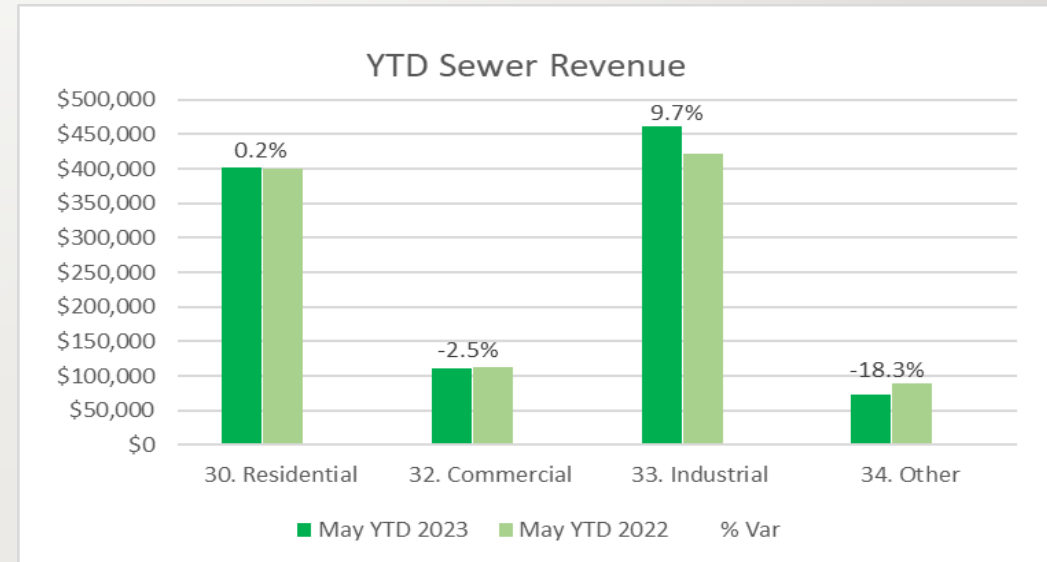
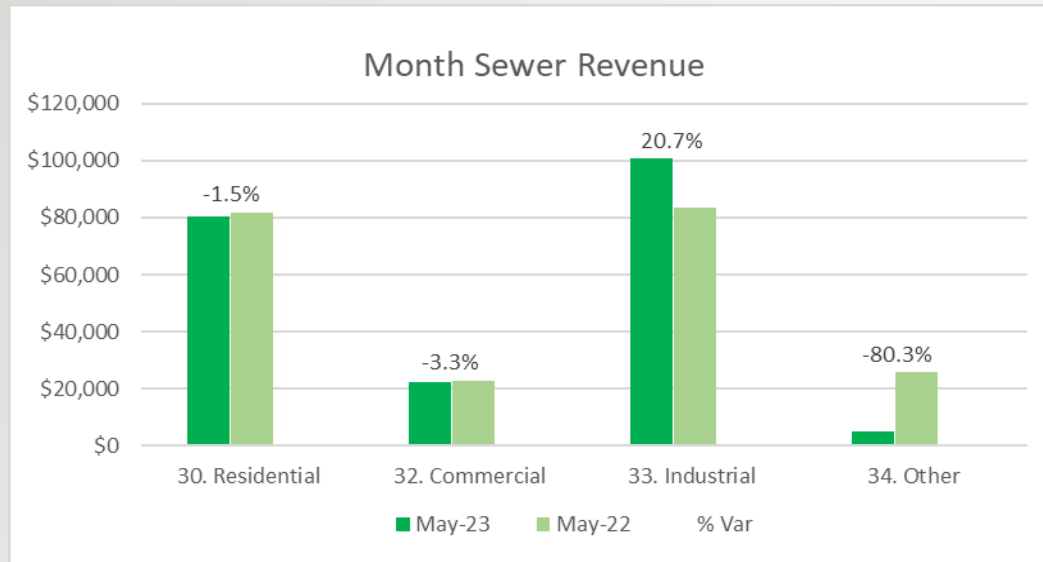


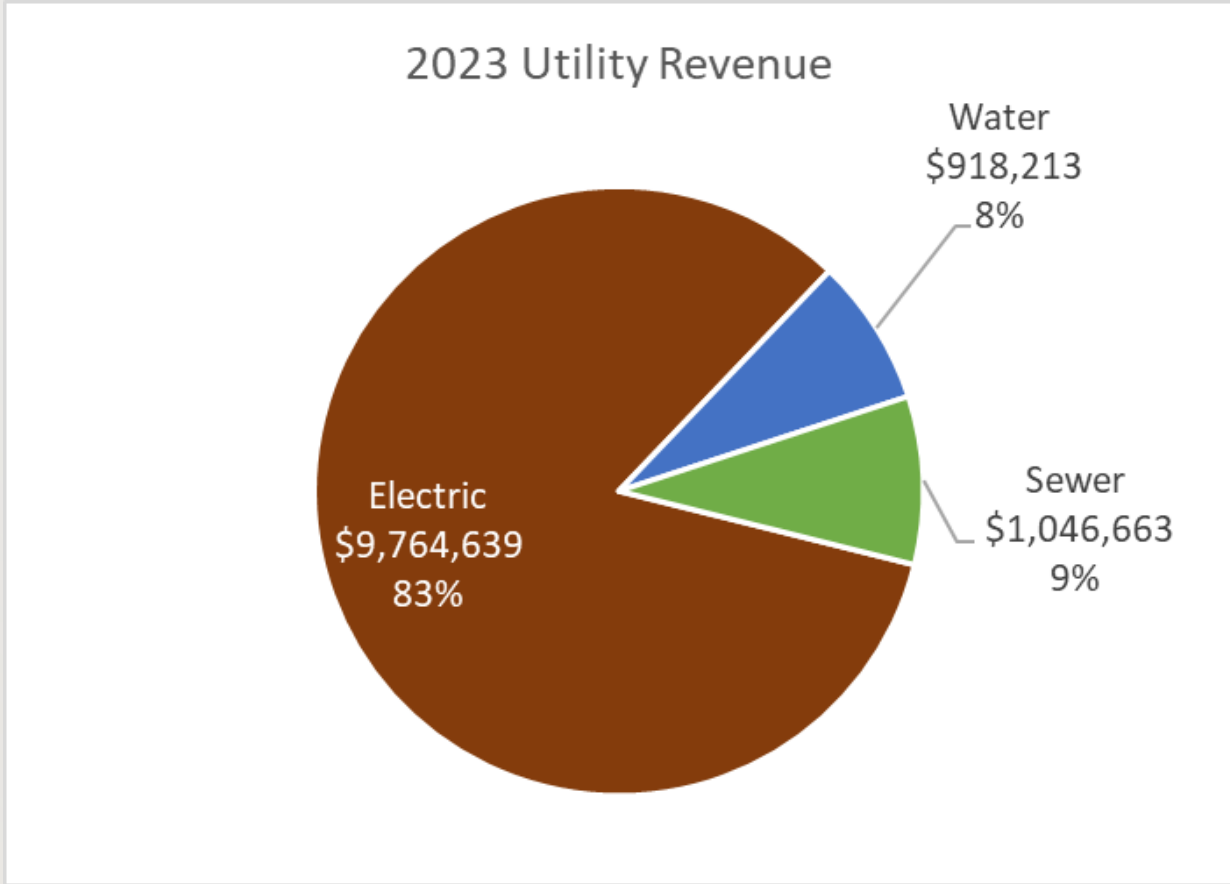
# May 2023 Water Revenue



Large Industrial increase due to back billing from one large customer

# May 2023 Sewer Revenue





Report Criteria:

Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
<b>Write Off</b>									
<b>06/19/2023</b>									
COLE, TIMOTHY	11.88.39421.11	Write	1	WRITE-OFF SDC			58.43-	M	Multiple
HALVERSON, REBECCA	12.87.16526.26	Write	2	WRITE-OFF SDC			280.29-	M	Multiple
IMMEL, APRIL & JASON	19.88.66221.06	Write	3	WRITE-OFF SDC			156.23-	M	Multiple
KARNITZ, WILLIAM	3.88.10110.24	Write	4	WRITE-OFF IN-HOUSE			187.79-	M	Multiple
PAARMANN, BRIAN	9.88.49147.10	Write	5	WRITE-OFF SDC			287.20-	M	Multiple
WEBER, APRIL	1.88.51153.09	Write	6	WRITE-OFF SDC			315.30-	M	Multiple
Total 06/19/2023:							<u>1,285.24-</u>		
Total Write Off:							<u>1,285.24-</u>		
Grand Totals:							<u>1,285.24-</u>		

Report Criteria:

Types Selected: Balance Write-offs

Name	Customer Number	Type	Invoice/Reference	Description	Applied To Invoice	Check Number	Amount	Category
<b>Balance Write-offs</b>								
<b>06/19/2023</b>								
FAIRWAY ELECTRI	91630	Balance Write-offs	1	Write-off balance In-House	5075		40.95-	
THONE'S UTILITY	91601	Balance Write-offs	2	Write-off balance In-House	5150		14.52-	
Total 06/19/2023:							55.47-	
Total Balance Write-offs:							55.47-	
Grand Totals:							55.47-	

# THE HOUSING AUTHORITY OF THE CITY OF PLYMOUTH

1214 Reed Street  
Plymouth, WI 53073  
920-893-5133, 920-893-6117(fax)

## BOARD OF COMMISSIONERS

### REGULAR MONTHLY MEETING

#### GENERAL MEETING CALL TO ORDER:

The regular monthly meeting of the Board of Commissioners was called to order at 9:04 AM, June 7th, 2023 by Chairperson Linda Opitz

Chairman: Linda Opitz  
Commissioner: Dennis McMullen (absent)  
Commissioner: Marsha Vollbrecht  
Commissioner: Jay Groshuesch  
Commissioner: Mike Olig  
Secretary: Bob Hemauer  
Guest: None

#### PROCEEDINGS

1. The minutes of the May 3rd 2023 meeting were read. After review of the minutes, a motion was made by Commissioner Vollbrecht and second by Commissioner Groshuesch to approve the minutes. The motion was carried.
2. Recognition of tenant concerns:
  - a. All units filled. No notices given.
  - b. Tenant Association garage sale June 10<sup>th</sup>.
3. The May 2023, Income and Expense report was reviewed. A motion was made by Commissioner Olig and second by Commissioner Vollbrecht to approve the financial report. The motion carried.
4. The June 2023 invoices were reviewed and discussed and questions were answered by the Executive Director. Commissioner Groshuesch moved that all invoices be paid with Commissioner Vollbrecht seconding the motion. The motion carried.

## SECRETARY'S REPORT

1. Working on annual rent reviews.
2. Will be starting annual inspections in July.

### Old Business

1. Capital funds 2023.
  - a. 2023 Application has been approved.
  - b. To add stoves and boiler to annual plan, the application has been sent to Program Specialist at HUD office. Waiting for approval.

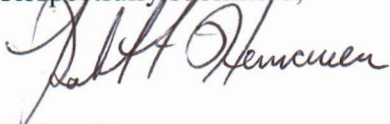
### NEW BUSINESS

1. Executive Director Wage review. Information is being gathered for July meeting.

There was no further business to come before the Commissioners of the Authority. A motion to adjourn at 9:33 by Commissioner Vollbrecht and seconded by Commissioner Groshuesch the motion carried.

The next scheduled regular meeting is July 5th, 2023 at 9 AM.

Respectfully submitted,



Robert Hemauer

Executive Director

**Plymouth Community Television  
Board Meeting 05/15/2023**

Checking: 591.35  
Unrestricted: 1,351.43  
Restricted: 12,559.35

Attendance: Mike Penkwitz, Virginia Stemper, Pat Cadman, Kurt Zolp, Gary Kaiser, Mike Briggs, and Konrad Kaczowski

Gary reported that two Dirt Track Racing shows have been filmed and aired. Summer Park Band Concerts will be filmed.

Mike reported School Board meeting for May 16<sup>th</sup> will be filmed and aired. Memorial Day parade for May 29<sup>th</sup> will be filmed and aired. He also reported that there are plans in place to film high school graduation scheduled for June 4<sup>th</sup>. Hopefully the sound issue for some shows have been addressed. There is a scheduled parade on June 24<sup>th</sup> for the Cheese Fest celebration discussion tabled until the June meeting.

Action-14 scheduled for May16th: Mayor Pohlman, Donna Hahn and Dan Mella. This will be followed by Veteran to Veteran

The Board agreed on a **NEW meeting time: 5:00 PM**

**Next Board Meeting: Monday June 19<sup>th</sup>, 2023 5:00 PM at the High School**

Respectfully Submitted

Konrad Kaczowski







## UNOFFICIAL MINUTES

### FINANCE & PERSONNEL COMMITTEE OF THE PLYMOUTH COMMON COUNCIL TUESDAY JUNE 13, 2023

1. **Call to order and roll call:** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:40 PM. On call of the roll, the following members were present: Mayor Pohlman, John Nelson, Jeff Tauscheck, Greg Hildebrand, and Mike Penkwitz. Also present were: Alder. Angie Matzdorf, Alder. Bob Schilsky, Alder. Dave Herrmann, Alder. Diane Gilson, City Administrator/Utilities Manager Tim Blakeslee, HR Specialist Leah Federwisch, Electrical Operations Manager Ryan Roehrborn, and Clerk/Deputy Treasurer Anna Voigt.
2. **Approval of meeting minutes for April 25, 2023 meeting:** Motion was made by Pohlman/Hildebrand to approve minutes from April 25, 2023. A unanimous aye vote was cast. Motion carried.
3. **Discussion and possible recommendation for Reciprocal Dark Fiber IRU Agreement with TDS Metrocom LLC:** City Administrator/Utilities Manager Blakeslee explained that TDS Fiber is currently completing a fiber optic installation in Plymouth. The project is expected to take approximately 3 years to complete. Over the past several months Staff alongside the City attorney Boardman Clark have been negotiating with TDS on terms for a Reciprocal Dark Fiber IRU agreement. The primary focus of the agreement is a fiber swap between the City and TDS. TDS will install new fiber for the City to use to the pool and golf course and in exchange TDS will be granted usage of an unused portion of the City's already buried fiber line to Johnsonville. With a fiber connection to the pool and golf course, the City will be eventually able to accept credit cards at these locations, allow them to be on the city phone system, and allow them to have city network access. Motion was made by Pohlman/Tauscheck to recommend Common Council approve the Reciprocal Dark Fiber IRU Agreement with TDS Metrocom LLC. Upon the call of the roll, all voted aye. Motion carries.
4. **Entertain a motion to go into closed session for the follow:** Motion was made by Pohlman/Tauscheck to go into closed session. Upon the call of the roll, all voted aye. Motion carries.  
**Entertain a motion to go into closed session for the following:  
pursuant to Wis. Stat. 19-85 (1)(c) considering employments, promotion,  
compensation or performance evaluation data of any public employee over which  
the governmental body has jurisdiction or exercises responsibility regarding the  
Finance Director**
5. **Entertain a motion to go into open session:** Motion was made by Polman/Tauscheck to go into open session. Upon the call of the roll, all voted aye. Motion carries.
6. **Discussion and possible action on closed session item:** No motion was needed.
7. **Adjournment:** Motion was made by Pohlman/Hildebrand to adjourn the meeting. A unanimous aye vote was cast. Motion carries.

**ALCOHOLIC BEVERAGE LICENSE RENEWAL APPLICATIONS****JULY 1, 2023 to JUNE 30, 2024**

(All required information verified by the Plymouth Police Department and the Clerk's Office)

**CLASS A COMBINATION BEER & LIQUOR**

Date of Council Consideration:	Name	Address
June 27, 2023	Plymouth Shell	1403 Eastern Ave.

**CLASS "B" BEER**

Date of Council Consideration	Name	Address
June 27, 2023	Plymouth Softball Association	1555 Riverview Dr.
June 27, 2023	Plymouth Restaurant & Bar	1304 Eastern Ave.
June 27, 2023	Red Shorts Café	

**"CLASS C" WINE**

Date of Council Consideration	Name	Address
June 27, 2023	Plymouth Restaurant & Bar	1304 Eastern Ave.
June 27, 2023	Red Shorts Café	210 E Mill St.

**"CLASS B" COMBINATION BEER & LIQUOR - RESERVED LICENSES**

Date of Council Consideration	Name	Address
June 27, 2023	Pacifico Mexican Bar & Grill	506 E Mill St.
June 27, 2023	Big Billy's	437 E Mill St.





CITY OF PLYMOUTH  
APPLICATION FOR FIREWORKS PERMIT

Name of Organization: Quit Ovioc Athletic Alliance, Inc  
Address of Organization: 1555 Riverview Rd Plymouth WI 53073

Organization is a: Public Authority ( ) Civic Organization ( ) Other Exempt ( )

Contact Person: Lanna Raab

Address: 102 North Ave Cascade WI 53011

Telephone No. 920-980-2047

Event: Date: 7/8/23 Time Begin: 9:00pm Time End: 9:20pm

Location: 1555 Riverview Rd. Plymouth WI 53073

Number and kind of fireworks to be discharge: (Attach schedule if necessary)

2", 3 in, 4", 5" & Cakes

Persons in charge of firing the display: Name: Wolverine Fireworks Age: 42yrs.  
Address: N2815 County Rd E Palmyra WI 53156  
Experience: 5yrs +  
Physical characteristics: 5'10, 160lbs

Liability Insurance policy issued in amount of \$1,500,000 naming City of Plymouth as additional insured: Yes

Location and manner of storage of fireworks before event:

Fireworks will be transported the day of the show July 8th 2023. There will be no storage.

A diagram of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged; the location of all buildings, highways and other lines of communication; the lines behind which the audience will be restrained; and the location of all nearby trees, utility poles and lines, and all other overhead obstructions must be attached.

Applicant Signature Lanna Raab Date: 6-22-23

PERMIT Chief of Police \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED Fire Chief \_\_\_\_\_ Date: \_\_\_\_\_

PERMIT ISSUED: Mayor \_\_\_\_\_ Date: \_\_\_\_\_

FEE: \$100.00



To whom it may concern

Please consider waving the \$ 100.00  
fee for the Application for the Fire  
works Permit

Thank you,

Lanna Raab

Plymouth Fireworks Chairman

**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)

**DATE:** June 19, 2023

**TO:** Mayor and Common Council

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

**RE:** Approval of Substation Transformer Bid from Virginia Transformer for \$1,428,550 plus freight charges.

**Background:**

ANR Pipeline Company (ANR) is a current customer of Plymouth Utilities. ANR is planning to expand its natural gas Kewaskum Compressor Station (“KCS”) located just north of Beechwood, WI, by installing two 4,160-volt 3,750-hp motors, which is expected to result in an increase of ANR’s peak load requirements at KCS to approximately 7,385 kW. To serve this new load, Plymouth Utilities agreed to construct a new substation by the end of 2025.

The product with the longest lead time for Plymouth Utilities is the substation transformer. In order to meet the timeline requested by ANR, consent was granted from the Public Service Commission (PSC) to receive bids for one of the two transformers prior to approval of the Certificate of Authority (CA). It is estimated that the transformer will arrive in mid-2024.

Forster Engineering opened sealed bids on Thursday, June 15. Upon bid opening, it is recommended by Forster Engineering that the substation transformer bid from Virginia Transformer be approved in an amount of \$1,428,550 plus freight charges currently estimated at \$46,000. The full recommendation and bid tab are included as attachments. Our attorney with Boardman Clark is currently reviewing the transformer purchase terms and conditions, but was unable to finalize review prior to Council packet distribution. Due to the need to expedite the purchase, Staff requests Common Council approval of the bid subject to attorney/staff review and approval of the terms and conditions.

ANR agreed to pay a Contribution in Aid of Construction (CIAC) totaling \$6.754 million. The CIAC will be (a) \$2.309 million for the service extension to KCS plus (b) \$4.445 million for eight elevenths (8/11) of the cost of the new substation; for a total CIAC of \$6.754 million.

**Recommendation:**

Approval of Substation Transformer Bid from Virginia Transformer for \$1,428,550 plus freight charges currently estimated at \$46,000 subject to attorney/staff review and approval of the terms and conditions.

**Attachments:**

1. Recommendation from Forster Engineering



**SENT BY EMAIL**

June 21, 2023

Plymouth Utilities  
Mr. Tim Blakeslee  
TBlakeslee@plymouthwi.govSubject: Substation Transformer with LTC  
Specification No. 4140  
Project No. P05-23A

Dear Mr. Blakeslee:

We have completed an evaluation of the bids that were received for the above referenced project. The following is a summary and brief discussion of the bids received, and a recommendation regarding awarding contracts.

Three bids were received, ranging in base price from \$1,428,550 to \$1,681,300. For reference, the budget estimate last updated November 7, 2022 was \$1,140,000 for each of the two transformers (\$2,280,000 total).

A copy of the Bid Summary and a detailed Bid Tabulation is attached.

The lowest bid was received from Virginia Transformer Corp. (VTC) in the amount of \$1,428,550 for a transformer manufactured in their Roanoke, Virginia facility. Many transformers produced at that facility have been used on our projects, and with only a few exceptions have not had problems.

The second lowest bid was received from Pennsylvania Transformer Technology Inc. (PTTI) in the amount of \$1,470,251 for a transformer to be manufactured in their Canonsburg, Pennsylvania facility. We have successfully used several transformers from PTTI's Canonsburg facility on other projects, and that facility is known to produce good quality transformers.

The third (highest) bid was received from WEG Transformers USA LLC (WEG) in the amount of \$1,681,300 for a transformer manufactured in their Tizayuca, Mexico facility. We have never used a transformer from this facility on any of our projects, and WEG did not include any materials in their Bid describing the capabilities and experience of this facility.

We evaluated the bids using life cycle cost analysis, which takes into account not only the initial purchase price but also additional costs anticipated to be experienced over the life of the transformer including electrical losses. Our life cycle cost analysis also factored in additional services that might have to be provided for one transformer, but not the others. For instance, the VTC transformer would be shipped nearly full of oil, with a minor amount of makeup oil needing to be added at the site. By contrast, the PTTI transformer would come shipped without oil in the tank (it would be provided by PTTI in separate barrels or lugs), and all the transformer oil would need to be added at the site. To get those two transformers into like condition on the transformer pad the PTTI transformer will take a fair amount more work than the VTC transformer would, so we added an appropriate estimated cost to the PTTI evaluated price to account for this additional oil handling. This analysis did not change the order of the bids received – VTC is still low in evaluated price, PTTI is second, and WEG is third.

We have several technical questions on the VTC bid that we are attempting to clarify, but we expect to be able to resolve those issues with VTC and don't anticipate those questions would affect the awarding of a contract. Additionally there is the issue of VTC's "Summary of Clarifications to the Terms and Conditions to be negotiated and discussed" that was submitted with the Bid. This issue has been forwarded to Richard Heinemann of BoardmanClark for review and attention. Richard will advise Plymouth Utilities whether these clarifications are acceptable, or whether negotiations or discussions are appropriate to resolve any items of concern.

Therefore, we recommend that a contract be awarded to Virginia Transformer Corp. for \$1,428,550 for a transformer manufactured in their Roanoke, VA facility contingent on Richard Heineman's approval. Subject to potential changes based on Richard Heineman's work, the payment terms in VTC's bid call for payment of 30% (\$428,565) at the time a Purchase Order is issued, another payment of 30% at the time VTC submits their design drawings for review (approximately November 2023), with the final 40% (\$571,420) to be invoiced at the time of shipment (approximately June 2024).

The initial project discussions have been based on providing two transformers for the substation, so that one transformer will always be available to serve the utility load in the event the other transformer is out of service for repair or routine maintenance. It would be preferred for the two transformers to be from two different manufacturers, so that both transformers would not be subject to the same potential component issues, design flaws or manufacturing defects.

Although approval to proceed with the entire project has not yet been received from the Public Service Commission of Wisconsin, PSCW has indicated that Plymouth Utilities could enter into a contract for one transformer prior to receiving PSCW approval for the entire project. The utility cannot enter into a second transformer that would obligate the utility to make any payments to a manufacturer prior to the entire project receiving PSCW approval, or that would incur cancellation clauses if the contract had to be cancelled because the entire project was denied by the PSCW. We are working to see if it would be possible to enter into a contract with the second low bidder to purchase the second transformer 'contingent upon receipt of approval from PSCW' in a way that

would not obligate Plymouth Utilities in violation of PSCW rules. We will provide a recommendation regarding award of a contract for the second transformer once those efforts are concluded, such that the award could be taken up at a future meeting.

After approval has been received to award of contract, we will notify the bidders and begin preparing the contract documents.

Please let us know if you have questions. We are available to discuss the award of contract(s) or to discuss any additional topics that may be of concern.

Sincerely,

FORSTER ELECTRICAL ENGINEERING, INC.

A handwritten signature in blue ink that reads "Kenneth D. Casper". The signature is written in a cursive style.

Kenneth D. Casper, P.E.

KDC

Copy: Bruce Beth, Forster Electrical Eng.

Attachments: Bid Summary and Bid Tabulation

**BID TABULATION - SUBSTATION TRANSFORMER**

Plymouth Utilities  
 Substation Transformer  
 Project No. P05-23A, Specification 4140  
 Bids opened June 15, 2023

Bid Items		Bid submitted by: Manufacturer's representative:	Pennsylvania Transformer CL Sales	WEG Power One	Virginia Transformer Corp. EUSCO
1	General outline drawings included?		Yes	Yes	Yes
2	Transformer manufacturer		Pennsylvania Transformer Technology, Inc.	WEG Transformers	Virginia Transformer Corp.
3	Location where windings are manufactured		Canonsburg, PA	Tizayuca, MX	Roanoke, VA
4	Location where transformer is assembled		Canonsburg, PA	Tizayuca, MX	Roanoke, VA
5a	Unit will be shipped by?		Truck	Truck	Truck
5b	The manufacturer will have complete responsibility for the unit until		Arrival at Site	FOB Destination	Job Site
6	Oil will be shipped (installed/separate from the unit)		Separate	Installed	Installed
7	Tank will be shipped (dry air/nitrogen/oil) filled		Dry Air	Oil Filled	oil filled (except makeup oil)
8	Radiators will be shipped (installed/separate from unit)		Separate	Separate	Separate
9a	HV bushings will be shipped (installed/separate from unit)		Separate	Separate	Separate
9b	HV bushings - manufacturer and type		PCORE, POC, POC650G0800S	PCORE/Condensor/POC650G0800S	PCORE - POC650G0800KS
10a	HV surge arresters will be shipped (installed/separate from unit)		Separate	Separate	Separate
10b	HV surge arrester - manufacturer and type		Hubbell, polymer housed station class	Arrester Hubbell/Polymer/EVP	HUBBELL - EVP011500-3001
11a	LV bushings will be shipped (installed/separate from unit)		Installed	Separate	Installed
11b	LV bushing - manufacturer and type		PCORE, POC, B-88723-70	PCORE/Condensor/B-88723-70	PCORE - B-89113-70
11c	LV bushing - adder for PCORE PRC		subtract \$350/bushing		NA
12a	LV surge arresters shipped (installed/separate from unit)		Separate	separate	Installed
12b	LV surge arresters - manufacturer and type		Hubbell, polymer housed station class	Arrester Hubbell/Polymer/EVP	HUBBELL - EVP000900-3001
13a	Is certified test data for short circuit provided?		No	No	No
13b	If no, will unit be modelled?		Yes	Yes	Yes
14a	Flat pad terminals are provided as specified?		Yes	Yes	Yes
14b	If no, describe the proposed connections				
15	Oil type		Minerall Oil Type II	Mineral Oil Inhibited Ergon - HYVOLT II	Mineral Oil-Type II
16a	Main Coil design will be (round/elliptical/rectangular)		Round	Round	Round
16b	High voltage winding will be		Disc	Continous Disc	Continuous Disc
16c	Low voltage winding will be		Helical	Helical	Continuous Disc or Helical
17	The windings will be		Copper	Copper	Copper
18	Preventative auto transformer design will be and _____ wound		Round and Layer wound	Round and Layer wound	Round and Helical wound
19	Series transformer ratio		2	Not Applicable	N/A
20	Regulating voltage coil design and _____ wound		Round and Multistart Helical	Round and Helical Multi - Star wound	Round and Layer wound
21	Regulating voltage winding will be		Fully Distibuted	Fully Distributed	Fully Distributed
22	Type of load tap changer		Vacuum	Vacuum	Vacuum
23	Will LTC viewing ports be provided		N/A	No	No
24	Will maintenance-free dehydrating breather be provided		Yes	Yes	Yes
25	Will oil filtration system be provided?		No	No	No
26	The expected number of operations at 100% transformer ONAN rating before contact or vacuum bottle replacement:		1,000,000 electrical and mechanical operations before contact or vacuum bottle replacement	1,000,000 Operations	1,000,000 (per manufacturer-MR)
27	Can the load tap changer be manually operated safely, without de-energizing the transformer?		Yes	Yes	Yes (Not by hand crank, but by switch only)
28	Does the winding design assume an infinite bus limited only by the impedance of the transformer?		Yes	Yes	Yes
29	The high voltage winding will be connected		Delta	Delta	Delta
30	The low voltage winding will be connected		Wye	Wye	Wye
31	High voltage will lead the low voltage by		30	30	30
32	The following losses are guaranteed maximum values:				
32a	No load losses (kW) at 20C		11.7	10.5 kW	11
32b	Winding losses (kW) at MVA, 85C		71 kW (C-N tap) at 15 MVA	54.0 kW at 15 MVA	75 kW at 15 MVA
32c	Total losses (kW) at MVA, 85C		82.7 kW at 15 MVA	64.5 kW at 15 MVA	86 kW (Aux. Loss excluded) at 15 MVA
33	Exciting current maximum values:				
33a	Percent exciting current at 100% voltage		0.5%	0.24%	0.316% (approx)
33b	Percent exciting current at 110% voltage		1.2% (approx)	0.45%	1.262% (approx)
34	Warranty:				
34a	Length of warranty period		5 years	5 years	60/60 Months Extended Warranty
34b	Is in/out coverage included and for how long		yes - 1st year capped at 10%	yes, first year only	Yes included, for only 1st Year
34c	Does the warranty cover accessories, the core and the coil?		yes	yes	Yes
34d	State the optional price adders to extend the warranty:		no quote		N/A (Included in base price)
35	Are costs for a manufacturer's representative included in the base bid price as required?		No	Yes	Yes
36	The anticipated lead time for submittals, in calendar days after notification of contract award, shall be		112 days	20 weeks ARO	126-140 days
37	The anticipated lead time to complete deliveries, in calendar days after approval of the aforementioned		96-100 weeks ARO	55-60 Weeks ARAD	315-350 days
38	Are supplemental terms and conditions provided with this bid?		Yes	Yes	No
39	This bid includes exception to the following section(s) of these Bidding Documents:				
					Per 2.36 Transformer Tank Features - Construction, Clause C; Main Tank will have sloped cover
					Per 2.16 Transformer Accessories - Bushing Current Transformers, Clause E; The Current Transformer Nameplate will be located on the Control Cabinet Door (outside).
					Per 2.27 Transformer Accessories - Control Panel, Clause B; The Cabinet will be with stainless steel concealed hinges, per VTC Standards.
					Per 2.32 Transformer Accessories - Piping for Hydrogen and Gas Monitoring; Only provisions will be provided.
					Per 1.09 Shipping, Clause I; VTC offers shipping terms to be FOB to Job Site, with Prepaid & Add.
<b>Base bid per bid form</b>			<b>\$1,470,251</b>	<b>\$1,681,300</b>	<b>\$1,428,550</b>

# BID SUMMARY

**Plymouth Utilities**

**Substation Transformer**

**Project No. P05-23A, Specification 4140**

**Bids opened June 15, 2023**

Bid submitted by:	<b>Pennsylvania Transformer</b>	<b>WEG</b>	<b>Virginia Transformer Corp.</b>
Base Bid	\$1,470,251	\$1,770,800	\$1,428,550
Bid bond received	Y	Y	Y
Transformer Manufacturer	PTTI/Canonsburg, PA	WEG/Tizayuca, MX	VTC/Roanoke, VA
Manufacturer's Rep	CL Sales	PowerOne	EUSCO
No Load Loss - Guaranteed Max	11.7	10.5	11
Winding Loss - Guaranteed Max	71	54	75
Submittals - days following contract	112 days	20 weeks	126-140 days
Delivery - days following approved submittals	96-100 weeks ARO	55-60 weeks	315-350 days

**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

**DATE:** June 19, 2023

**TO:** Mayor and Common Council

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

**RE:** **Item 6B:** Discussion and Action on Class “B” Beer Alcohol License for Plymouth Wine & Cheese, LLC – City Administrator/Utilities Manager, Tim Blakeslee

**Item 6C:** Discussion and Action on Class A Combination Beer & Liquor Alcohol License for Weber’s of Plymouth – City Administrator/Utilities Manager, Tim Blakeslee

**Background:**

The property at 3250 Highway PP (currently a BP gas station) has requested two liquor separate liquor licenses:

1. Class “B” Beer Alcohol License for Plymouth Wine & Cheese, LLC (On-premise consumption)
2. Class A Combination Beer & Liquor Alcohol License for Weber’s of Plymouth (Off-premise consumption)

WI Statute 125.51(8) states that that except in the case of hotels, no person may hold both a “Class A” license and either a “Class B” license or permit, a Class “B” license or permit or a “Class C” license for the same premises or for connecting premises. As a result, the Common Council cannot approve both licenses for this location because it is one space inside the structure.

The Police Department has provided the attached memo noting they recommend Council deny the Class “B” license (Attachment 1) because the space does not currently meet the requirements for a Class “B” license. The Class A Combination Beer & Liquor Alcohol License for off-premise consumption does meet the requirements outlined by the State.

The property owner did provide a draft design layout showing how they would section off the space in the future (Attachment 2). Based on the proposed design, it is unclear to staff if it would meet the state requirements for a separate location or if it would be a connecting premises. Staff recommends the applicant speak to and get written confirmation from the Department of Revenue to make sure a potential design meets State Statute.

**Recommendation:**

**Item 6B:** Deny Class “B” Beer Alcohol License for Plymouth Wine & Cheese, LLC

**Item 6C:** Approve Class A Combination Beer & Liquor Alcohol License for Weber’s of Plymouth

**Attachments:**

1. Police Department Memo
2. Draft Interior Design



**Kenneth Ruggles**

**Chief of Police**

Phone 920-893-6541 Fax 920-892-6143 Web [www.plymouthgov.com](http://www.plymouthgov.com)

128 Smith Street P.O. Box 218 Plymouth, WI 53073-0218



05-23-2023

Members of the Plymouth Common Council

In reviewing the Class "B" application submitted for Plymouth Wine & Cheese, LLC at 3250 Highway PP, Plymouth, WI 53073 the Police Department would recommend it be denied. The business does not meet the requirements listed below from WI statute 125.32(3m).

**(3m) LIMITATIONS ON OTHER BUSINESS; CLASS "B" PREMISES.** No Class "B" license or permit may be granted for any premises where any other business is conducted in connection with the premises, except that this restriction does not apply if the premises for which the Class "B" license or permit is issued is connected to premises where other business is conducted by a secondary doorway that serves as a safety exit and is not the primary entrance to the Class "B" premises. No other business may be conducted on premises operating under a Class "B" license or permit. These restrictions do not apply to any of the following:

- (a) A hotel.
- (b) A restaurant, whether or not it is a part of or located in any mercantile establishment.
- (c) A combination grocery store and tavern.
- (d) A combination sporting goods store and tavern in towns, villages and 4th class cities.
- (e) A combination novelty store and tavern.
- (f) A bowling center or recreation premises.
- (g) A club, society or lodge that has been in existence for 6 months or more prior to the date of filing application for the Class "B" license or permit.
- (h) A movie theater.
- (i) A painting studio.

Currently the business located at 3250 Highway PP, Plymouth, WI 53073 is operating as a gas station with a convenience store. Therefore, the business doesn't meet any of the exceptions listed above. Also, if a Class "B" license is granted, the business must conform to all rules in WI state statute 125. These rules include being required to have closing hours, not allowing underage persons on premise, having licensed operators at all times, and having a secondary doorway that serves as a safety exit. The gas station at this location does not meet these requirements.

Again, with this information the police department would encourage the council to deny the application for a Class "B" permit.

KENNETH RUGGLES

A handwritten signature in black ink that reads "K. Ruggles #700". The signature is written in a cursive style.

CHIEF OF POLICE





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

**DATE:** June 21, 2023

**TO:** Mayor and Common Council,

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

**RE:** Approval of the Sunset Drive Fiber Optic Expansion Project Bid from TelCom Construction, LLC

**Background:**

In January, the Common Council approved Resolution No. 4 directing the use of ARPA funds for fiber optic expansion and upgrade of railroad crossings. At that time, the Fiber Optic Expansion to Well 11, Well 12, and the Sunset Lift Station was listed as the first-priority for the usage of ARPA funds by the Common Council.

As approved by Resolution No. 4, the estimated project cost for the Fiber expansion was \$147,684. Breakdown:

- MCE Fiber Project Engineer: \$32,600 – [Firm Cost]
- Sunset Drive Fiber Project Construction estimation: \$115,083 – [Bids Required]

Seven (7) Bids were received on June 21, 2023 for Sunset Drive Fiber Project Construction. The lowest bid for the project was from TelCom Construction, LLC at \$162,099, which is \$47,016 over the original project construction estimate. The full bid tab and recommendation from MCE is included as Attachment 1.

This project was set as a priority by the Common Council and MCE (Project Engineer) does not anticipate that rebidding the project will result in lower costs in the future. In fact, MCE projects that costs for this type of work will continue to rise. Resolution No. 4 states that additional funding for the two associated projects beyond use of ARPA dollars described would return to the Common Council for approval.

The ARPA Fund currently has \$18,686 of unallocated funds. However, Staff recommends saving these funds in the event the railroad crossing project has any cost overages or if there is another unanticipated City project. The Utility has capacity to cover the remaining project balance of \$47,016. In addition, the Utility has higher than average investment interest/income this year. Staff recommends using \$115,083 of ARPA Funds and Utility Funds to cover the remaining project balance of \$47,016. As with any construction project there is the possibility of additional costs should the contractor run into unforeseen circumstances.

As a reminder, Well 11, Well 12, and the Sunset Lift Station are connected wirelessly via cellular to Plymouth Utilities. The communication and security concerns at Well 11, Well 12, and the Sunset Lift Station have not improved since first reported to Council in 2023. All other wells and lift stations are currently connected via fiber optic cable. Connection to the Plymouth Utilities is essential as it provides detailed communication and alarms to the Utility in the event of an emergency. Unfortunately, the cellular connection in these locations continues to be unreliable,

which is resulting in continuous irregular communication failures and security concerns with Well 11, Well 12, and the Sunset Lift Station. These communication failures are primarily happening overnight. A communication failure requires staff to manually check false alarms to confirm the wells and lift station are properly operating. If a liftstation or well has a communication failure and is not checked, it could result in an emergency such as an overflow. The addition of fiber to these locations would eliminate communication and security camera failures/false alarms, limit in-person staff overnight/overtime requirements, and improve network security permanently.

**Recommendation:** Approve the bid from Sunset Drive Fiber Optic Expansion Project Bid from TelCom Construction, LLC using \$115,083 of ARPA Funds and Utility Funds to cover the remaining project balance of \$47,016.

**Attachment:**

1. Plymouth Utilities Sunset Drive Fiber Optic Expansion Project Bid Tabulation And Recommendation Of Award



June 21<sup>st</sup>, 2023

**TO:** David Augustine  
City of Plymouth IT Manager  
900 County Road PP  
Plymouth, WI 53073

**RE: PLYMOUTH UTILITIES SUNSET DRIVE FIBER OPTIC EXPANSION PROJECT BID  
TABULATION AND RECOMMENDATION OF AWARD**

Bids were received on Wednesday June 21<sup>st</sup>, 2023 for the Plymouth Utilities Sunset Drive Fiber Optic Expansion Project. Below is the tabulation of the received Bids.

**Below is a tabulation of the qualified Bid Responses:**

<b><u>Contractor</u></b>	<b><u>Bid Amount</u></b>
TelCom Construction, LLC	\$162,099.15
Elexco Inc.	\$166,580.77
CableCom LLC	\$167,622.00
Michel's Power	\$186,814.41
Gabes Construction	\$186,898.18
DaLuca & Tobin	\$208,951.90
H&H Utility	\$366,318.00

MCE has reviewed the response from the lowest bidder, TelCom Construction, and found it to be in compliance of the Bidding Terms and Conditions and illustrative of their ability to successfully complete this project. MCE has worked with this contractor on previous projects and has no reason to disqualify them based on previous experiences. Therefore, MCE has determined that TelCom Construction is qualified to perform this work per the RFB documents. MCE recommends award of the Plymouth Utilities Sunset Drive Fiber Optic Expansion Project to **TelCom Construction 2218 200<sup>th</sup> street East, Clearwater MN55362** for the total amount of **\$162,099.15**

Thank you for entrusting MCE with this project design, and bidding support. We look forward to entering the construction phase of the project.

Sincerely,

Dan Becker  
President  
Multimedia Communications & Engineering, Inc.

**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

**DATE:** June 22, 2023

**TO:** Mayor and Common Council

**FROM:** Cathy Austin, Director of Public Works

**RE:** **Inter-Community Incinerator - Reduction in Ground Water Monitoring**

The City of Plymouth, Village of Elkhart Lake, City of Kiel, and the Village of Glenbeulah (also known as the Inter-Community Incinerator District) owned and operated an incinerator site from 1968-1988. The site is located on the northeast corner of HWY 67 and CTH FF. As part of the incinerator site closure process with the Wisconsin DNR, a Ground Water Monitoring Plan was required. The current monitoring plan was approved was approved in 1987.

Based on the testing result history, the Inter-Community Incinerator District's consultant, Sand County Environmental (SCE) is recommending that we apply for a reduction in ground water monitoring to the DNR. The anticipated cost benefit is shown in the table below.

**Cost Benefit Analysis Reduction in Monitoring**

Test Locations	Current Quarterly Laboratory Analytical Parameters	Proposed Future Semi-Annual Laboratory Analytical Parameters	One Event Laboratory Analytical Requirements	Summary
Five Monitoring Wells	SO <sub>4</sub> , Cl, Hardness, Alkalinity, Fe, Cd Pb, COD	SO <sub>4</sub> , Cl, Hardness, Alkalinity, B	None	Remove COD, Fe, Cd, Pb. Add B, Se
<b>Cost Assessment</b>				
Current Annual Costs: 20 samples in 4 Events	\$10,200	\$5,280		
Addl Lab due to Cd, Pb Not in Prior Cost Estimate	\$616			
Reduction Request Consultant			\$7,430	
Reduction Request WDNR			\$1650	
Survey Wells (one time need)			\$1210	
<b>Total One Time Charges</b>			<b>\$10,290</b>	
<b>Total Ten Year Cost</b>	<b>\$108,160</b>	<b>\$52,280</b>	<b>\$10,290</b>	<b>10-Year Savings = \$108,160 - \$61,440 = \$45,590</b>

Notes:

COD Chemical oxygen demand

Attached is the proposal from SCE to prepare the necessary documents for the reduction request.

All expenses on this site are proportioned out to each community by the following percentages.

- City of Plymouth – 58%
- Village of Elkhart Lake – 7%
- Village of Glenbeulah – 5%
- City of Kiel – 30%

Attached is the proposal from SCE is to prepare the necessary documents for the reduction request.

The total cost for the reduction request is \$10,290.

The following would be the cost share:

- City of Plymouth – \$5,968.20
- Village of Elkhart Lake – \$720.30
- Village of Glenbeulah – \$514.50
- City of Kiel – \$3,087.00

The City of Plymouth cost share is not budgeted for and would need to be paid using City Contingency Funds.

Staff, along with concurrence from Village of Glenbeulah, City of Kiel, Village of Elkhart Lake are all recommending approval for Sand County Environmental proposal for reduction in ground water monitoring.

---

**Recommendation**

Approve the proposal from Sand County Environmental with funding from the Contingency Fund.



June 5, 2023

Ms. Cathy Austin  
Director of Public Works  
City of Plymouth  
900 County Highway PP  
PO Box 277  
Plymouth, WI 53073

[caustin@plymouthutilities.com](mailto:caustin@plymouthutilities.com)

**Re: Intercommunity Incinerator Ash Landfill**  
W6390 County Highway FF  
Elkhart Lake, Wisconsin  
FID No. 460-017250, Landfill License Number 02567

**Subject: Proposal for a Reduction in Groundwater Monitoring**

Dear Ms. Austin:

Sand County Environmental (SCE) is pleased to present you with this proposal to request changes to the groundwater monitoring at the Intercommunity Incinerator Ash Landfill (Landfill) project. We understand a consortium of four communities supports the Landfill, and the City of Plymouth has taken the lead on management and reporting of environmental monitoring.

Groundwater from the five monitoring wells surrounding the landfill is required to be monitored four times a year for the parameters listed in the table below. Monitoring has been completed approximately 40 times since the wells were installed in 1988, and monitoring will be required indefinitely per the NR 500 series of solid waste regulations.

SCE currently conducts the groundwater monitoring and reporting, having taken over those responsibilities in January 2023.

SCE proposes to prepare, on behalf of the consortium, a request for a reduction in the required frequency of monitoring, plus a modification of the required parameters of analysis. If the Wisconsin Department of Natural Resources (WDNR) approves a reduction, there will be a significant annual cost savings, and the cost required to prepare the reduction request will be offset by the reduced annual charges in a short timeframe. Using the current annual monitoring costs and the projected change in required monitoring, the estimated reduction in charges will total approximately \$45,000 over a ten-year period.

### **Reduction Request Scope**

There is guidance from the WDNR on how to request a reduction in monitoring at landfill facilities. Each case has unique conditions, and SCE has taken a conservative approach to outline these cost estimates based on what the WDNR may require.

Conversations have already been held between SCE and Mr. Mark Peters of the WDNR, the Project Manager with oversight of the Landfill. Mr. Peters has indicated he is open to a request for reduction in monitoring, but had not reviewed the landfill details in depth to provide further input on what types of additional information may be needed.

#### Survey of Well Elevations

Accurate information on the groundwater flow direction is needed to support the reduction request. Groundwater flow is based on the stable elevation of the water table surface as measured at the five monitoring well surrounding the landfill. The monitoring wells were installed in 1988, and have not been surveyed in more than 30 years. Freeze / thaw and settlement has likely resulted in fluctuations in the elevation of the wells, and an updated survey of the well casing elevation and ground surface needs to be completed so accurate water elevation measurements, and associated groundwater flow directions, can be obtained. Unless the City has the capability to complete surveying accurate to 0.01 foot, a private surveyor will be hired to conduct the surveying of the monitoring wells.

#### Evaluation of Data

The existing required list of analytes will be reviewed in the GEMS database. Comparisons of concentrations between wells and over time at each well will be conducted and compared to background levels and NR 140 Groundwater Standards. Graphs and tables of chemistry over time will be prepared to help visualize the trends.

Maps will be prepared of groundwater flow direction under various flow conditions, and maps of key chemical parameters will be prepared that compare background versus downgradient concentrations. Cross section (s) may be prepared to display the hydrogeologic conditions across the Property.

#### Formal Reduction Request Preparation

As required by the WDNR, the reduction request will include preparation of a report that outlines the Landfill history, conditions, and historic monitoring information. The report will include a summary of the site conditions, and the report will include an updated WDNR Well Information Form.

Additional information on potential receptors, well construction details, and the nature and extent of the fill, cap, and wastes may need to be provided. We assume the information can be located in the City of Plymouth offices, or that the WDNR can provide supporting documentation via email if needed.

Parameters identified for elimination from future monitoring will be proposed based on the data. At this time, we anticipate elimination of monitoring for COD and iron, as they are not currently regulated by standard monitoring rules, but were required for this facility when the existing permit was issued, as it predates the current requirements.

It is also likely we can request elimination of monitoring for cadmium and sulfate, but the final assessment will depend in the findings of the assessment.

The WDNR will also add testing be conducted for boron, a parameter that is in current regulations but was not required at the time of the 1987 permit. Selenium is also a parameter in the current regulations, but testing for selenium indicates limited detections, and we anticipate it will not be required in future monitoring.

The reduction request report will be sent to the City of Plymouth as a draft for review and input. The final reduction request will be submitted to the WDNR along with a mandatory review fee of \$1,650, which will be paid directly by the City of Plymouth.

**Cost Benefit Analysis of Reduction in Monitoring**

If the Wisconsin Department of Natural Resources (WDNR) approves a reduction, there will be a significant annual cost savings, and the cost required to prepare the reduction request will be fully recouped within less than two years by the savings in future monitoring requirements.

Using the current annual monitoring costs and assuming no increases for inflation over the next ten years, the cost for ten years of continued monitoring is \$108,160. Assuming the WDNR agrees to monitor twice a year, and we can eliminate monitoring for two parameters, COD and iron, the projected ten-year cost for monitoring is \$52,280. With the one-time cost for preparation of the modification request of \$10,289, the estimated reduction in charges total more than \$45,000 over a ten-year period.

These projected savings are based on what we anticipate will be required by the WDNR and may vary pending their actual requirements. In the budget assessment we have conservatively assumed only COD and iron can be eliminated from the required testing and selenium will not be added to the testing regimen, but further review of the concentrations of sulfate and cadmium may indicate they can also be eliminated, at further savings.

The projection of what will be required going forward is based on our experience on other landfill facilities with similar conditions and their monitoring requirements.

**Cost Benefit Analysis Reduction in Monitoring**

Test Locations	Current Quarterly Laboratory Analytical Parameters	Proposed Future Semi-Annual Laboratory Analytical Parameters	One Event Laboratory Analytical Requirements	Summary
Five Monitoring Wells	SO <sub>4</sub> , Cl, Hardness, Alkalinity, Fe, Cd Pb, COD	SO <sub>4</sub> , Cl, Hardness, Alkalinity, B	None	Remove COD, Fe, Cd, Pb. Add B, Se
<b>Cost Assessment</b>				
	<b>Current Annual</b>	<b>Future Annual</b>	<b>Modification Cost</b>	<b>Comments</b>
Current Annual Costs: 20 samples in 4 Events	\$10,200	\$5,280		
Addl Lab due to Cd, Pb Not in Prior Cost Estimate	\$616			
Reduction Request Consultant			\$7,430	
Reduction Request WDNR			\$1650	
Survey Wells (one time need)			\$1210	
<b>Total One Time Charges</b>			<b>\$10,290</b>	
<b>Total Ten Year Cost</b>	<b>\$108,160</b>	<b>\$52,280</b>	<b>\$10,290</b>	<b>10-Year Savings = \$108,160 - \$61,440 = \$45,590</b>

Notes:

COD Chemical oxygen demand



### **Risk of Additional Monitoring**

While we believe the reduction in monitoring at the landfill should be approved and result in significant cost savings, we need to point out that there is a potential the DNR may review the current monitoring well network and system and require assessment of additional substances. They could require testing at nearby private supply wells, or possibly installation of an additional monitoring well to strengthen the groundwater monitoring well network before granting the reduction in monitoring frequency.

While not expected, these requirements may result in charges beyond those outlined in this submittal.

However, based on the existing 33 years of groundwater monitoring results, we anticipate a reduction in sampling frequency and the elimination of some parameters of analysis is very likely and will be granted.

### **Schedule**

We can initiate the work immediately upon signed authorization to proceed. We anticipate the surveying can be completed within 2 to 4 weeks of authorization to proceed. The data evaluation, interpretation, and report preparation tasks will require three to four weeks for preparation.

### **Agreement**

An amendment to our existing professional services agreement will be provided if you decide to move forward with the project. The total Sand County Environmental portion of the project budget is \$8,640, including payment of \$1,210 to a surveying subcontractor. If the city can survey the wells accurately for elevation, the proposal can be reduced by that amount.

The WDNR has a review fee of \$1,650 for the review that we assume will be paid directly by the City of Plymouth when the reduction request is submitted, and is not included in the \$8,640 cost estimate listed above.

If you have any questions or concerns, please contact me via phone at 920.918.9024 or by email at [ken.ebbott@sandcountyenv.com](mailto:ken.ebbott@sandcountyenv.com). I look forward to hearing from you.



Kendrick Ebbott, PG, CGWP  
Project Manager

Via email only