

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, APRIL 30, 2024 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, April 16, 2024**
 - B. **Approve City and Utility Reports:**
 - I. **Electric, Water and Sewer Sales Report – April 2024**
 - II. **Utility Related Write Offs for May - \$3,320.43**
 - C. **Minutes acknowledged for filing – Public Works & Utilities Committee: April 9 – Police & Fire Commission: February 6, February 8 and March 5**
 - D. **Approve request from Ladwig – Zinkgraf American Legion Post 243 to hold the annual Memorial Day Parade on Monday, May 27, 2024 from 8:00 AM – 1:00 PM. Parade line up on East Main; Parade Route west on Main, South on Caroline, East on Mill St.; North on North St to Union Cemetery for Ceremony**
 - E. **Approve Cigarette and Tobacco License for Smoke Town LLC at 533 Walton Dr.**
 - F. **Approve Annual Mobile Home Park Application: Plymouth MHP LLC – 728 State Hwy 57**
 - G. **Approve Building Inspector Job Description**
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. **CITIZEN COMMITTEE APPOINTMENTS:**

Announce Mayoral appointments:

 - A. *Police & Fire Commission (5 yr. term) – Tim Lemkuil*
 - B. *Plan Commission (3 yr. term) – John Wyatt & Justin Schmitz*

Mayoral Appointments requiring Council approval

 - A. *Room Tax Commission (1 yr. term) – Kaushik Patel*
7. **Resolution:**
 - A. **No. 5 – Adopting Distributed Generation Fees and Permitted by PSC119 Updates - City Administrator/Utilities Manager, Tim Blakeslee**
 - B. **No. 6 – Tax Incremental District (TID) Termination Resolution for TID#4 - City Administrator/Utilities Manager, Tim Blakeslee**
 - C. **No. 7 – Acknowledging Updated Liquor License Quota – City Clerk, Anna Voigt**

- 8. New Business:**
 - A. Announce Public Hearing to be held at Common Council for Comp Plan Amendment/Rezoning on June 11 for a portion of One Persnickety Place and Two Persnickety Place – Mayor, Don Pohlman**
 - B. Approval of 15KV ABB Circuit Breaker Bid Award From Border States Electric - City Administrator/Utilities Manager, Tim Blakeslee**
 - C. Council Discussion and possible action on an advisory referendum to direct the City to rehabilitate the Nutt Hill Ski Area for winter recreation– City Administrator/Utilities Manager, Tim Blakeslee. Requested by Alder Hildebrand.**

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

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 –
Sale of Public Property – Parcel 59271821046

- 10. Entertain a motion to go into open session**

- 11. Discussion and possible action on closed session item/s**

- 12. Adjourn to 7:00 PM on Tuesday, May 14, 2024**

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, APRIL 16, 2024 COMMON COUNCIL MEETING
7:00 PM, COUNCIL CHAMBERS, ROOM 302
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: Angie Matzdorf, Diane Gilson, Mike Penkwitz, Jeff Tauscheck, John Nelson, and Dave Herrmann. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Police Chief Ken Ruggles, and City Clerk Anna Voigt.
2. **Pledge of Allegiance.**
3. **Approval of Council Meeting Minutes from April 9, 2024:** Motion was made by Hildebrand/Tauscheck to approve the minutes from April 9, 2024. A unanimous aye vote was cast. Motion carried.
4. **Audience Comments: Citizen comments must be recognized by the mayor or presiding officer and are limited to 3 minutes per person from those signed in on the sheet in the back of the room prior to the start of the meeting:** None
5. **Adjourn Sine Die:** Mayor Pohlman adjourned the meeting, Sine Die.
6. **Reconvene – roll call:** Mayor Pohlman called the meeting to order. On call of the roll, the following Alderpersons were present: Jeff Tauscheck, Dave Herrmann, Angie Matzdorf, Diane Gilson, Greg Hildebrand, Mike Penkwitz, John Binder, and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Police Chief Ken Ruggles, and City Clerk Anna Voigt.
7. **Oath of Office**
Mayor: Don Pohlman Alderpersons: Greg Hildebrand – District 1, Angie Matzdorf – District 2, John Binder – District 3, Mike Penkwitz – District 4: City Clerk Voigt administered the Oath of Office to the Alderpersons and Mayor.
8. **Elect Council President:** Angie Matzdorf made a motion to nominate John Nelson for Council President. Diane Gilson made a motion to nominate Mike Penkwitz for Council President. The Mayor closed nominations. A secret ballot was administered via paper ballot. Results ended with Nelson having 6 votes and Penkwitz having 2 votes. Mayor Pohlman announced John Nelson as Council President.
9. **COUNCIL COMMITTEE APPOINTMENTS (1 yr):**
Announce Mayoral Appointments: Mayor Pohlman announced the following appointments A through B.
 - A. **Board of Review – Angie Matzdorf, Council President & City Clerk or City Treasurer**
 - B. **Plan Commission – Greg Hildebrand**
 - C. **Joint Review Board – Greg Hildebrand**

Mayoral Appointments Requiring Council Approval (1 yr): Motion was made by Herrman/Penkwitz to approve all Mayoral appointments listed D. through K. A unanimous aye vote cast. Motion carried.

- D. Finance/Personnel** – *John Nelson, Diane Gilson, Jeff Tauscheck, and Mike Penkwitz*
- E. Public Works/Utility** – *Greg Hildebrand, Angie Matzdorf, David Herrmann, and John Binder*
- F. Library Board** – *Angie Matzdorf*
- G. Parks Committee** – *Mike Penkwitz*
- H. Revolving Loan**– *Diane Gilson and Staff Member City Administrator/Utilities Manager Tim Blakeslee*
- I. Room Tax Tourism Commission** – *Mayor Pohlman, Diane Gilson, and Staff Member City Administrator/Utilities Tim Blakeslee*
- J. Community Television (TV 14)** – *Mike Penkwitz*

Appointments by Council (1 yr):

- K. Public Safety Committee – 2 Council members** – *Dave Herrmann and John Binder*
- L. City Liaison to the PIC Board of Directors** – *Mike Penkwitz*

10. CITIZEN COMMITTEE APPOINTMENTS:

Announce Mayoral appointments: Mayor Pohlman announced the following appointments A through B.

- A. Joint Review Board (1 yr. term)** – *Grace Meyer*
- B. Plan Commission (3 yr. term)** – *Jeremy Schellin*

Mayoral Appointments requiring Council approval Motion was made by Penkwitz/Matzdorf to approve appointments A. through E. A unanimous aye vote was cast. Motion carried.

- A. Board of Appeals (3 yr. term)** – *Carole O'Malley*
- B. Library Board (3 yr. term)** – *Sarah Britt & Barbara McKnight*
- C. Revolving Loan Committee (3 yr. term)** - *Donna Hahn, (The following need override of term limit) Terry Abler, Mel Blanke, Scott Flood, and Gary Kramer*
- D. Room Tax Commission (1 yr. term)** –*Mary Hauser*
- E. Public Safety Committee (2 yr. term)** – *Al Kranick (Needs override of term limit)*

Adjourn to 7:00 PM on Tuesday, April 30, 2024: Motion was made by Binder/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

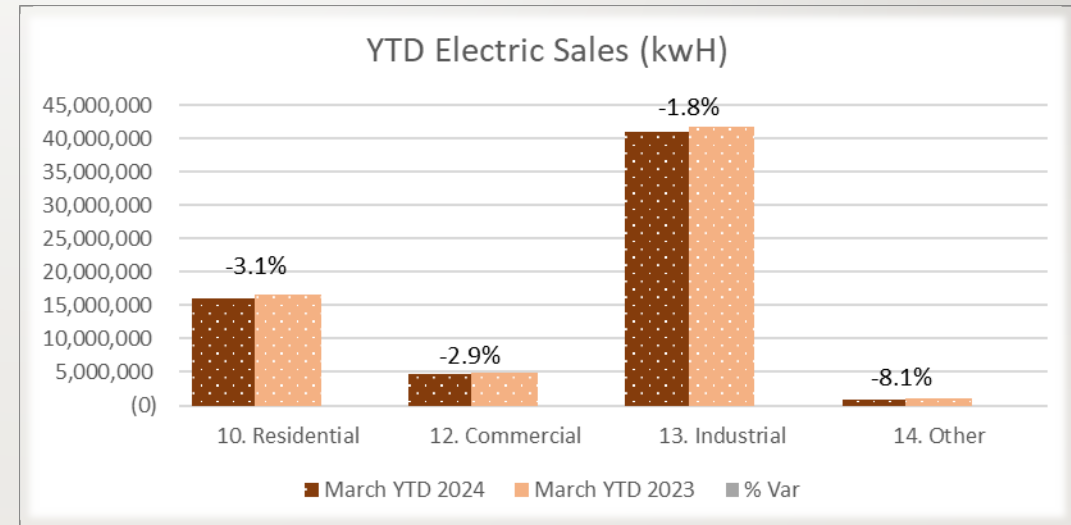
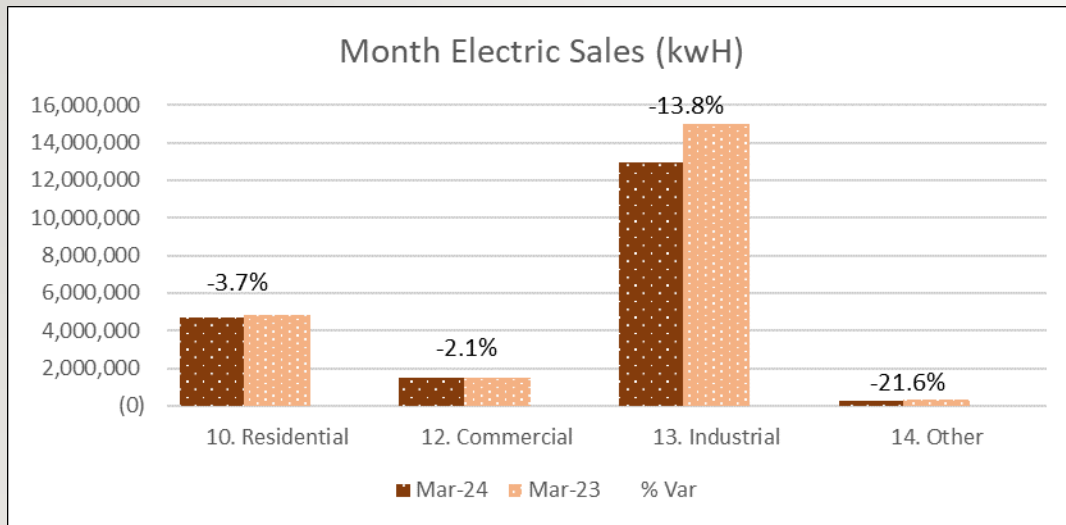


Plymouth Utilities

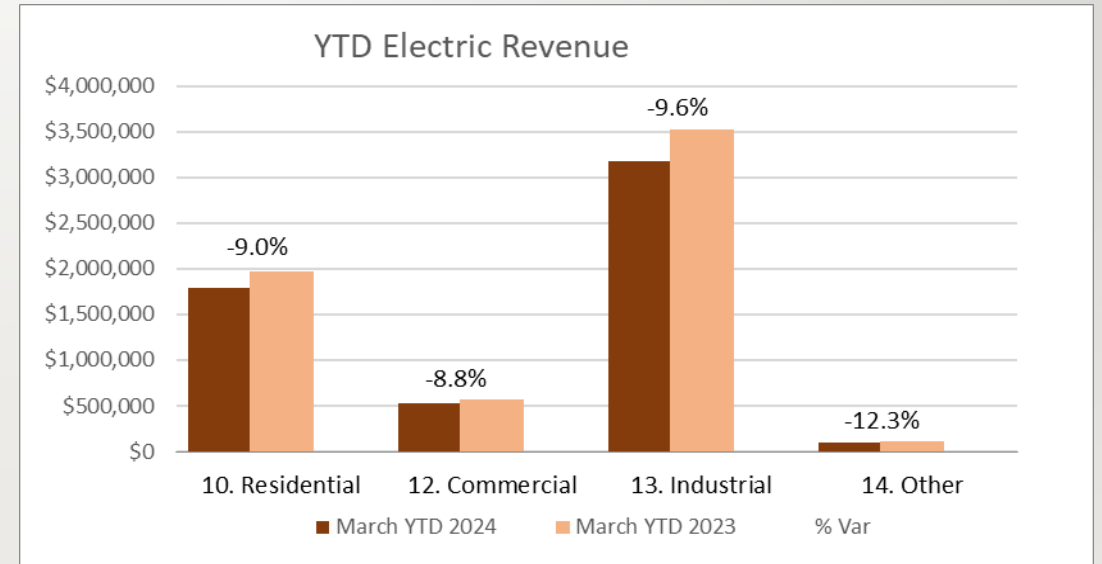
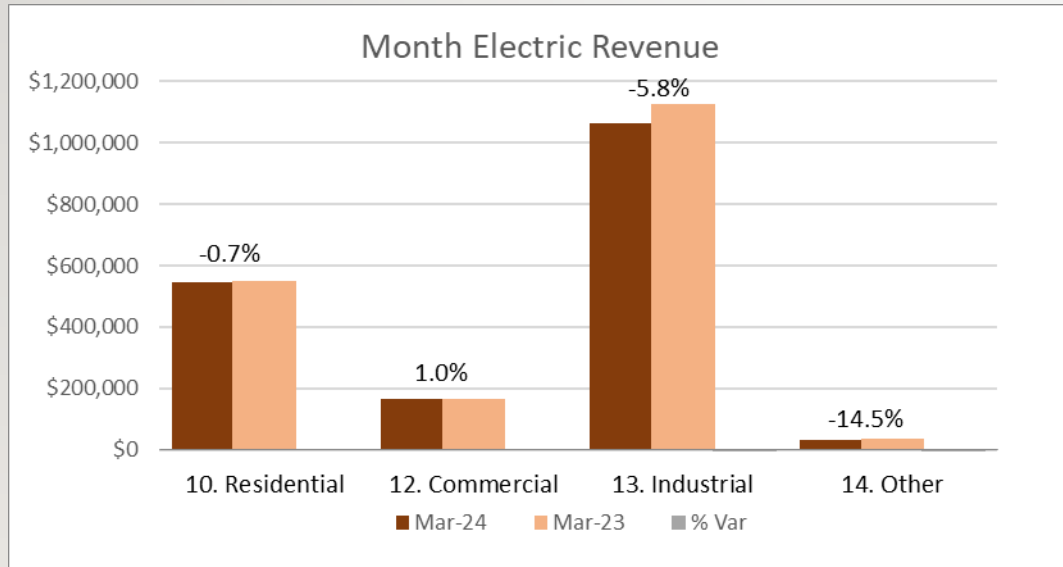
MARCH 2024

SALES & REVENUE

March 2024 Electric Sales

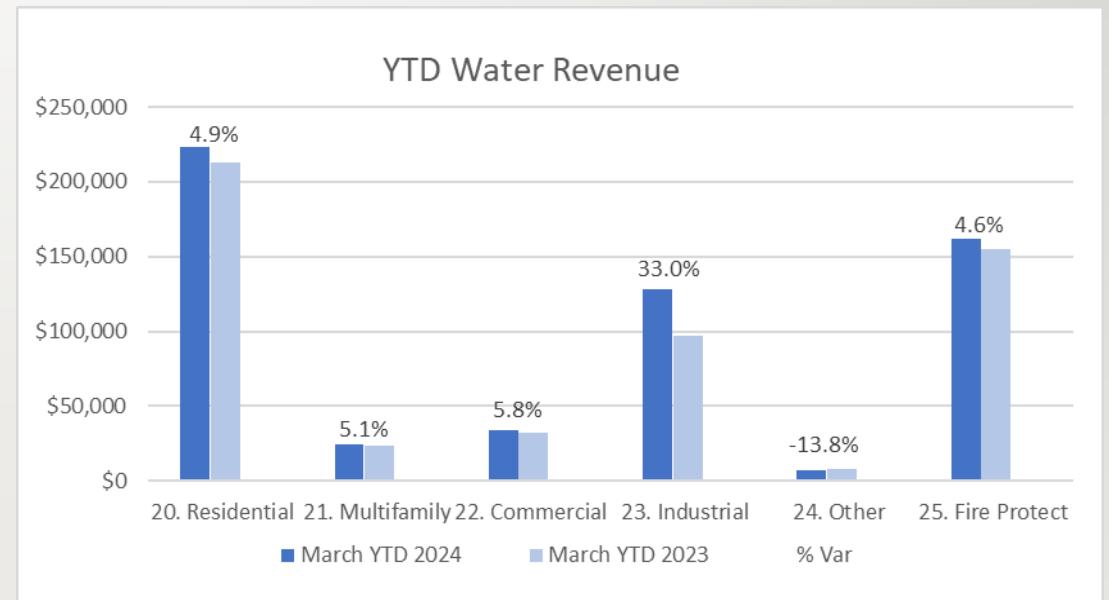
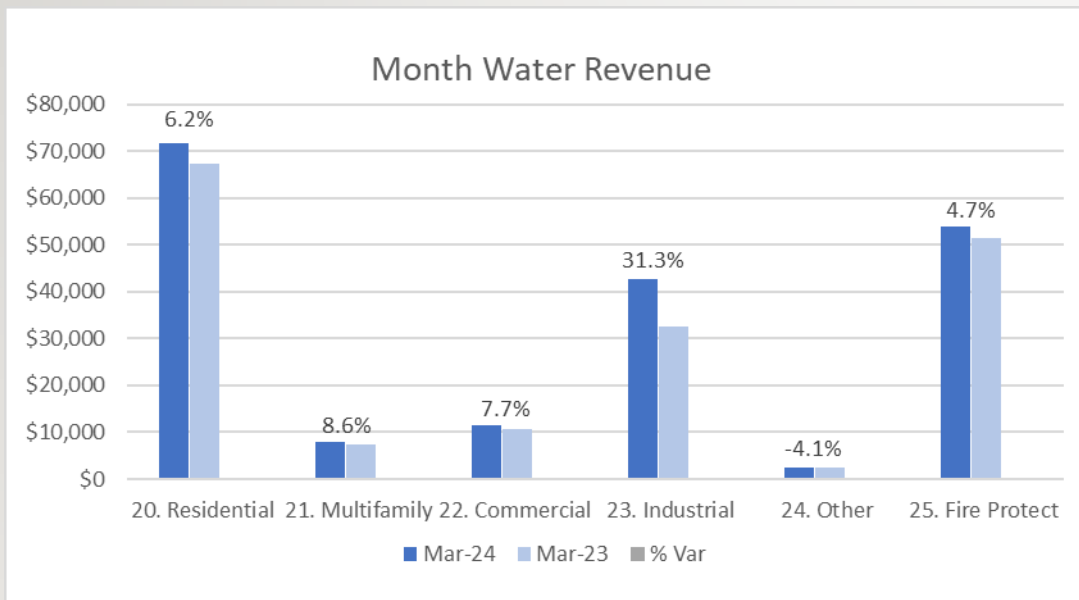


March 2024 Electric Revenue

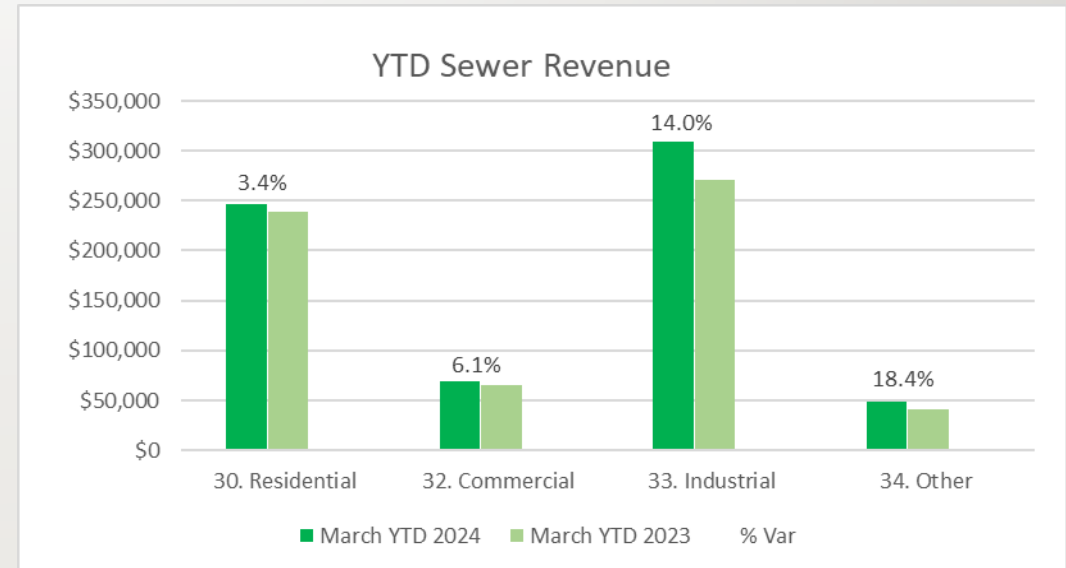
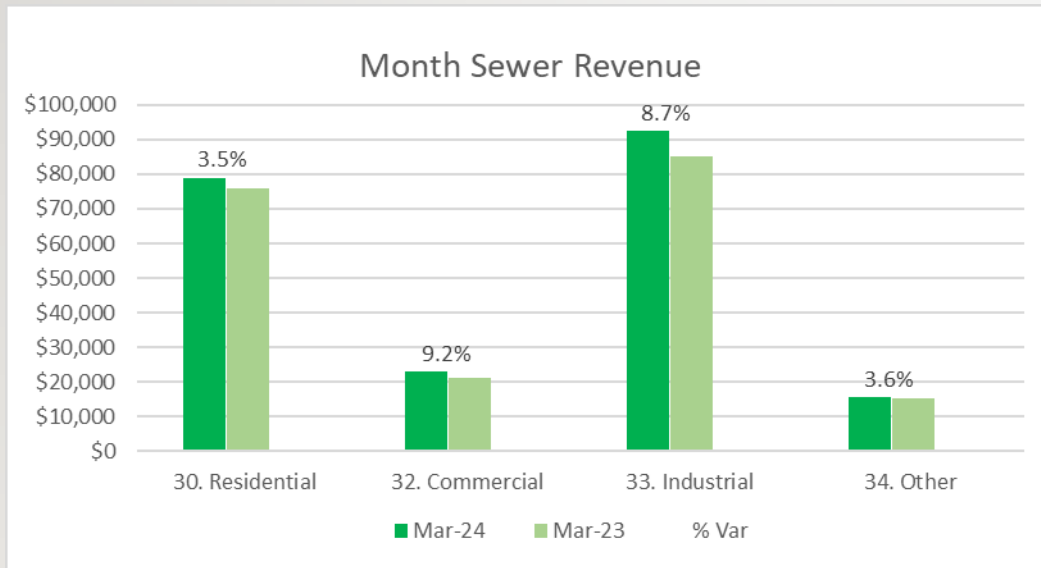


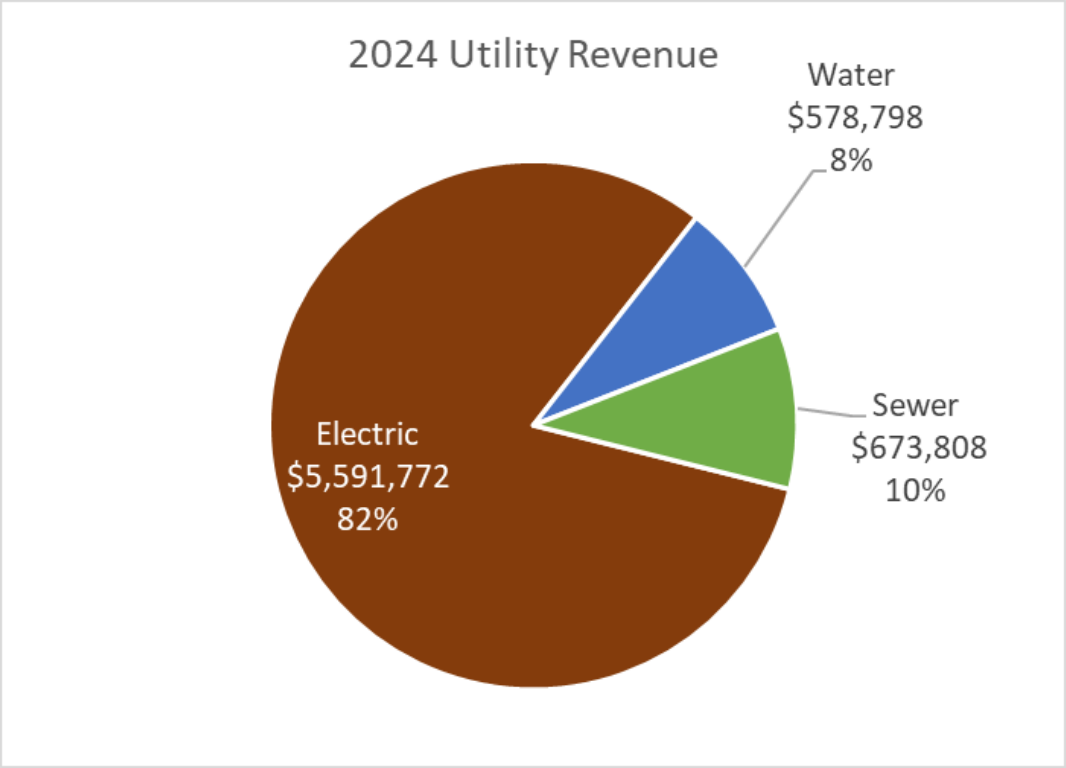
Overall sales are down from 2023 as a result of reduced PCAC rates. In turn, Purchase Power expense is down.

March 2024 Water Revenue



March 2024 Sewer Revenue





Report Criteria:

Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Write Off									
04/19/2024									
TIMRECK, JOE	10.88.33905.15	Write	1	WRITE-OFF SDC			400.67-	M	Multiple
BILES, CHERYL	6.88.22833.08	Write	2	WRITE-OFF SDC			540.30-	M	Multiple
ELLENBECKER, JUSTIN	6.88.36085.11	Write	3	WRITE-OFF SDC			220.83-	M	Multiple
SCHMAHL, RICHARD	6.87.10045.14	Write	4	WRITE-OFF SDC			296.83-	M	Multiple
SCHMIDT, JACOB	6.88.71632.13	Write	5	WRITE-OFF SDC			143.21-	M	Multiple
DIECK, KRAG	10.88.41944.22	Write	6	WRITE-OFF SDC			390.64-	M	Multiple
PAYNE, TANYA	12.87.19932.12	Write	7	WRITE-OFF SDC			541.28-	M	Multiple
ROSSI, TERESA	20.88.23656.13	Write	8	WRITE-OFF SDC			786.67-	M	Multiple
Total 04/19/2024:							<u>3,320.43-</u>		
Total Write Off:							<u>3,320.43-</u>		
Grand Totals:							<u>3,320.43-</u>		

**PUBLIC WORKS & UTILITIES COMMITTEE OF
THE PLYMOUTH COMMON COUNCIL
CITY OF PLYMOUTH, WISCONSIN**

**TUESDAY, APRIL 9, 2024
UNOFFICIAL MINUTES**

1. **Call to Order & Roll Call:** Chairperson Gilson called the meeting to order at 6:00 PM. On call of the roll, the following members were present: Mayor Pohlman, David Herrmann, Diane Gilson, and Angie Matzdorf. City Administrator/Utilities Manager Tim Blakeslee, Electrical Operations Manager Ryan Roehrborn, Alderperson Mike Penkwitz and Alderperson Greg Hildebrand.
2. **Approval of September 26, 2023 Meeting Minutes:** Motion was made by Pohlman/Matzdorf to approve the minutes from September 26, 2023. A unanimous aye vote was cast. Motion carried.
3. **Discussion regarding PSC 119 Updates – Electrical Operations Manager, Ryan Roehrborn:** Electrical Operations Manager Roehrborn explained that Chapter 119 provides the rules for Utilities and Utility customers regarding Interconnection of Distributed Generation the utility system. One of the primary updates is that utility is permitted to charge application and commissioning fees. These fees are meant only to recoup Utility costs for reviewing applications, inspecting, and testing the systems before interconnection. Matzdorf asked if the PSC still had to approve the changes. Roehrborn stated the PSC updates will not be in effect until May 1. Blakeslee added if recommended to the Council it would be a resolution in favor of the updates. Motion was made by Pohlman/Matzdorf to recommend Council to pass resolution in favor of PSC 119 updates. A unanimous aye vote was cast. Motion carried.
4. **Adjournment:** Motion was made by Matzdorf/Pohlman to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

City of Plymouth
Police and Fire Commission Meeting
Tuesday, February 6, 2024 @ 8:30 A.M.
Room 210
Plymouth City Hall, 128 Smith Street, Plymouth, WI 53073

Members Present: President Mark Melcher, Vice President James Flanagan, Secretary Warren Wieser, Sam Suchon, Garry Rooker, Police Chief Kenneth Ruggles (phone), Deputy Police Chief Matt Starker, and Fire Chief Ryan Pafford.

President, Mark Melcher, called the meeting to order at 8:30 A.M. in Room 210 @ City Hall, located at 128 Smith Street, Plymouth, Wisconsin.

A motion made by Sam Suchon and seconded by James Flanagan to approve the Police and Fire Commission meeting minutes of January 16, 2024. Motion carried.

Plymouth Police Department concerns by Police Chief Kenneth Ruggles. Listed below are the areas he reported on:

- 1 - Police Chief reported that four candidates are scheduled for PFC interviews on Thursday, February 8, 2024. This interview is to hire a patrol officer to replace recently retired David Kobalt.
- 2 - Police Chief presented research on Fire Department promotions within the department. Police Chief cited City of Plymouth Statutes, Wisconsin Statute, and PFC By-laws.

Plymouth Fire Department concerns:

Entertain a motion to go into closed session pursuant to Wis. Statutes 19.85(1) to consider employment, promotion, compensation, or performance evaluation over which the Commission has jurisdiction or exercises responsibility – appointment of Assistant Fire Chief, and appointment of Fire Department Captain. Motion by Sam Suchon seconded by Gary Rooker. Motion carried.

Entertain a motion a motion to go into open session. Motion by Sam Suchon and seconded by Warren Wieser. Motion carried.

Motion by Warren Wieser and seconded by Sam Suchon to approve the appointment of Jason J. McCoy to Assistant Fire Chief. James Fangan requested roll call vote. Gary Rooker-approve, Warren Wieser-approve, Mark Melcher-approve, Sam Suchon-approve, and James Flanagan-abstain.

Motion by James Flanagan and seconded by Sam Suchon to approve the appointment of Ryan Wagner to Captain. Motion carried.

Plymouth Fire Chief, Ryan Pafford reported staffing for this weekend's snow mobile racing, and listed various Fire Department members attending training.

Deputy Police Chief Matt Starker reported that the police department is preparing for summer events and attending continuing education classes.

President Mark Melcher initiated the discussion of Plymouth Municipal Coe: 2-4-11(b). After brief discussion, the consensus was this was covered by Plymouth Police Chief Ken Ruggles. Being no further discussion, this issue is closed.

Review of Fire Chief job description was led by President Mark Melcher. Mark suggested an additional duty should be added to the job description. Mark will make the addition and will be on next month's agenda for approval.

No further action, motion for adjournment at 9:07 A.M. Motion made by Warren Wieser and seconded by Gary Rooker.

Submitted on the sixth day of February 2024.

Warren Wieser--- Secretary

City of Plymouth
Police and Fire Commission Meeting
Tuesday, February 8, 2024 @ 8:30 A.M.
Room 305
Plymouth City Hall, 128 Smith Street, Plymouth, WI 53073

Members Present: President Mark Melcher, Vice President James Flanagan, Secretary Warren Wieser, Sam Suchon, Garry Rooker, Police Chief Kenneth Ruggles, and Deputy Police Chief Matt Starker.

President, Mark Melcher, called the meeting to order at 8:30 A.M. in Room 305 @ City Hall, located at 128 Smith Street, Plymouth, Wisconsin.

Entertain a motion to go into closed session pursuant to Wis. Statutes 19.85(1) to consider employment, promotion, compensation, or performance evaluation over which the Commission has jurisdiction or exercises responsibility – Police Officer. Motion by Sam Suchon and seconded by Gary Rooker. Motion carried.

Entertain a motion a motion to go into open session. Motion by Sam Suchon and seconded by James Flanagan. Motion carried.

Extend a conditional offer of employment to Kevin Zachary Armstrong for Patrol Officer pending Background/Psychological/Medical/Drug Screen Testing. Motion made by Warren Wieser and seconded by James Flanagan. Motion carried.

Motion for adjournment at 11:35 A.M. Motion made by Mark Melcher and seconded by Gary Rooker. Motion carried.

Submitted on the eighth day of February 2024.

Warren Wieser--- Secretary

City of Plymouth
Police and Fire Commission Meeting
Tuesday, March 5, 2024 @ 8:30 A.M.
Room 210
Plymouth City Hall, 128 Smith Street, Plymouth, WI 53073

Members Present: President Mark Melcher, Vice President James Flanagan, Secretary Warren Wieser, Sam Suchon, Garry Rooker, Police Chief Kenneth Ruggles, and Fire Chief Ryan Pafford.

President, Mark Melcher, called the meeting to order at 8:30 A.M. in Room 210 @ City Hall, located at 128 Smith Street, Plymouth, Wisconsin.

James Flanagan, as a citizen of the City of Plymouth, discussed a motion before City Council's to waive the requirement that all emergency personnel will no longer be required to live within the fifteen miles of the city.

This is an agenda item for the March 12, 2024, common council meeting. The consensus by commission members Police Chief, and Fire Chief that the Fire department should keep the fifteen-mile residency requirement. Since time is short, PFC commission president, Mark Melcher, will express commission concerns to City of Plymouth Administrator. The Police and Fire Department heads will express their concerns at the upcoming department heads meeting.

A motion made by James Flanagan and seconded by Gary Rooker to approve the Police and Fire Commission meeting minutes of February 6, 2024, and February 8, 2024.
Motion carried.

Plymouth Police Department report by Police Chief Kenneth Ruggles. Listed below are the areas he reported on:

- 1 - Police Chief reported seven employees of the city are assisting in the ground search for missing three-year child in Two Rivers.
- 2 - Police Chief reported a used five by eight-foot trailer had been purchased for the Police department.
- 3 – Police Chief reported Kevin Zachary Armstrong, patrol officer candidate, declined City of Plymouth Police Department job offer.
- 4 – Police Chief reported the department extended a conditional offer of employment to Dylan Lindsley for Patrol Officer pending Background/ Psychological/ Medical/Drug Screen Testing.

Plymouth Fire Department report by Fire Chief Ryan Pafford report. Listed below are the areas he reported on:

- 1 - Fire Chief reported department personnel were helping Greenbush clean up a truck who lost full blocks of cheese.
- 2 - Fire Chief reported fire department personnel will be able to attend Officer One class next month. The class will be held in Plymouth.
- 3 – Fire Chief reported some local business establishments in the Plymouth area will be holding fund raising events for the Plymouth Fire Departments.
- 4 – Fire Chief reported aerial bucket replacement will be installed next week.

Police Chief PFC By-Laws concern / clarity “Conditional Offer of Employment” was discussed. President, Mark Melcher, suggested modifications to the by-laws. Motion by Warren Weiser and seconded by James Flanagan to delete the following sentence “Upon successful completion of the background check, the chief (or Commission) may make a conditional offer of employment” from Chapter 5. Motion carried. The last paragraph (H) of chapter 4 covers the same topic.

Review of Fire Chief job description was led by President Mark Melcher. James Flanagan has suggested additional changes to the Fire Chief job description. Commission President, Mark Melcher, will make the suggested changes and will be on next month’s agenda for approval.

No further action, motion for adjournment at 9:16 A.M. Motion made by Warren Wieser and seconded by Gary Rooker. Motion carried.

Submitted on the fifth day of March 2024.

Warren Wieser--- Secretary

~~MEMORIAL DAY~~
MEMORIAL PARADE 2024 @ YAHOO.COM



APPLICATION FOR STREET USE PERMIT

Date 16 APR 2024

1. Applicant/Applicants Name: RICHARD MERZ
Address: 40 STAFFORD ST
PLYMOUTH WI
Phone: 920 980 4376

2. If the proposed street use is to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible heads of such organization: LADWIG - ZINKGRAE AMERICAN LEGION POST 243
40 STAFFORD ST PLYMOUTH WI

3. The name, address and telephone number of the person/persons who will be responsible for conducting the proposed use of the street, if different than above: RICHARD MERZ
N 4372 KETTLE VIEW LANE PLYMOUTH WI

4. The date and duration of time for which the requested use of the street is proposed to occur: 27 MAY 2024 PARADE 8:00-1:00
CEREMONY 10:30

5. An accurate description of that portion of the street proposed to be used: PARADE LINE UP ON EAST MAIN PARADE RT WEST ON MAIN
SOUTH ON CAROLINE EAST ON MILL NORTH ON NORTH TO UNION CEMETARY

6. The approximate number of persons for whom use of the proposed street area is requested: NORTH STREET FROM HOME TO FOREST
TBD

7. The proposed use, described in detail, for which the Street Use Permit is requested: MEMORIAL DAY PARADE

\$25.00 Fee - Receipt No. N/A Date _____

Recommendation - Director of Public Works [Signature] 4/19/24

Recommendation - Chief of Police [Signature] #700 4/18/2024

Date of Council approval _____

Email Street Superintendent _____

April 9, 2024

To: Plymouth City Council Members
Mayor Don Pohlman

From: Residents of North St.

This was briefly discussed with Mayor Pohlman after the January 23rd Mullet Dam Project meeting.

Vehicle and motorcycle traffic (and their various noises), passing by on North St during the Memorial Day Service Program at the Union Cemetary every year, has been a constant Interruption and annoyance, and Disrespectful to everyone present, whether those doing it know it or not. Last year alone 28 vehicles went by without any intended purpose. All of which could have driven around either North from Forest Ave, or East Main to the South.

Out of both: 1) RESPECT for all the Veterans, (past & present), Participants of the program, and all people in attendance, and equally as important 2) as a SAFETY measure for all those attending.

We, the residents on North St, (Primarily between Alfred St and Forest Avenue), respectfully ask that this portion of North Street be closed off during the time of the program beginning this year (2024). Typically this only amounts to appoximately one hour.

Since an official Police Vehicle both leads and follows the Parade, they could simply be used to block off the street if preferred, in lieu of moving in temporary barriers.

Following is signatures of residents primarily of North St. within the locations indicated above with some others in supporting this request.

Respectfully
Thank You.

Mark Leverenz (401 North St)

Mark Leverenz

401 North St

Eric Stumpf

341 North St

Carrie Hellested

340 North St

Dave Hellested

340 North St

Mike + Anna Hoyer

405 North St.

Kaylee Preston Wimmer

337 North St.

Peggy Hansmann Tim Hansmann

327 North St

Shanna Halk

319 North St

John Halk

319 North St

Alicia Wimmer

313 North Street.

Jale Bulles

248 North Street

Bri Jung

248 North Street

Co Bon

308 North St.

Bele

312 North St.

Kathryn Meyer

328 North St.

Mimi Curver

336 North St

PALB Dearing

431 North

Roseann Kuyper

439 North St. A

Margaret Hess

626 Alfred St

Brant Nichol

348 North St

Lynn Seil

307 North Ave.

Judi Melms

301 North Ave

Jeannabuntow

419 North St.

Gerald Giebler

721 Bishop Av.

Monica Given

721 Bishop av.

Tek Derek Hess

320 North St

Richard Zinke

534 Krumrey St

Diane Zinke

534 Krumrey Street

Kurt Schroeder

110 REEF ST

Jane Fendel

2224 Sonyped Ct

Patti Abbas

126 Forest Ave

Kuan Mills

W6442 Aurora Rd Ply

Tom Mills

W6442 Aurora Rd. Ply

Michael Wester

956 Sunced Dr.

Susan Wester

956 Sunced Dr.



Application for Event

City of Plymouth
128 Smith Street
P.O. Box 107
Plymouth, WI 53073

Applicant Name Richard Merz as Plymouth American Legion Post 243 Phone Number (920) 980-4376

Address 40 Stafford St City Plymouth Zip 53073

Are you a 501 (C-3) non-profit organization? No Yes Tax Exempt #456-0001842795-02

I have included my organization's proof of insurance with this form.
 I am exempt from requiring proof of insurance because _____

Authorized Agent Richard Merz - Post Commander (Clerk/Treas. Initials) _____
Home Phone (920) 980-4376
Bus. Phone (920) 980-4376

Address N4372 Kettle View Lane City Plymouth Zip WI

Point of contact at Event (if different than Agent) _____

- Type of Event: (Check all appropriate blocks) Public Private
- Athletic Activity (tournament, sports event)
 - Block Party
 - Financial Gain Event (map required)
 - Community/Park Event
 - Parade/Street Closing (map required)
 - Runs/Walks (map required)
 - Business/Organization Event
 - Other _____

Event Date(s): 27May2024 Start/End Time: 1000-1100hrs

Name of Activity Memorial Day Parade Purpose: Remembrance of war dead and missing

Assembly Area 200block Main St Dispersal Area: Union Cemetary

Estimated Attendance 500 No. of Parade Units: 25

Location of Block Party _____
(Block off - street from - street to)

Check all appropriate boxes:

- | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Yes | No | Yes | No |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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- Quantity (TBD)
- *Requires Special Permit

The applicant named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.

The applicant individually, or the authorized agent on behalf of applicant, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the City of Plymouth and each and every of its elected, and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally for and against any and all claims, causes of action, actions, liabilities, demand, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, incidents, activities, and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the City of Plymouth and each and every of it's elected and appointed officials, employees, and agents, regardless of when and where, occurring or arising from this event.

The public event applicant shall submit a general liability insurance policy certificate in the amount of \$1 million dollars naming the City of Plymouth as an additional insured party. The applicant for this public event must be 18 years of age. Any misrepresentation of public events described in this application occurring in City of Plymouth parks or facilities will be just cause for future denial of rental agreements with the City of Plymouth.

Date 16Apr2024 Signature [Signature]
(Must be Applicant or Duty Authorized Agent)

Search this area

Union Cemetery

MILL POND CT

ALFRED ST

HOME AVE

DIVISION ST

STAFFORD ST

ELIZABETH ST

W 1ST ST

EASTERN AVE

Eagle's Club

Plymouth Inn

Veterans Park

Anton Park

Plymouth Arts Center

Plank Road Distillery

Pacifico

big Billy's Bar & Grill

The Sewing Basket

Wild Shots Pub

Hartman's Bakery

HUB CITY FAMILY RESTAURANT

Plymouth Public Library

Mint Mart

Body N Soul Day Spa

City Club Tavern & Grill

Moxie Coffee Cafe Catering

St John Lutheran Church

Humphrey's Turner Hall Bar & Grill

Police

Cozy Tavern

Red Shorts Cafe

Maggie's Closet

Antique

Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

License Number
Period Covered
Date of Issuance

Applicant's Wisconsin 15-digit Sales Tax Account Number
456-1031621481-04

This must be issued in the same Legal Name of the licensee below.

Legal Name (corporation, limited liability company, partnership or sole proprietorship) Smoke Town LLC		Federal Employer Identification No. (FEIN) 99-1609307
Trade or Business Name (if different than Legal Name) Smoke Town LLC		Telephone Number (952) 2191911
Business Address (License Location) 538 Walton Dr		Business Telephone (952) 2191911
Municipality Plymouth	State WI	Zip Code 53073
Business Located In <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town of: Plymouth		County
Mailing Address (if different than Business Address) 730 Broadway #		Municipality Berlin
		State WI
		Zip Code 54923

Organization (check one)

- Sole Proprietor Wisconsin Corporation – Enter date incorporated: **2/29/2024**
 Partnership Out-of-State Corporation – Are you registered to do business in Wisconsin? Yes No
 Other (describe) _____

- Yes No 1. Does the applicant understand that they must purchase cigarettes only from distributors or jobbers who hold a permit with the Wisconsin Department of Revenue?
 Yes No 2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-266-6701. See application form CTP-129, revenue.wi.gov/forms/excise/ctp-129.pdf.)
 Yes No 3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
 Yes No 4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)
 Yes No 5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
 Yes No 6. Does the applicant understand that they may not sell single cigarettes?
 Yes No 7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
 Yes No 8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at www.doj.state.wi.us/dls/tobacco-directory may be sold in Wisconsin?

Cigarettes / Tobacco will be sold over counter through vending machine both

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another.

Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

 (Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

Fee - \$100.00 per year
 (July 1 to June 30)
 Date Paid _____

Receipt No. _____

ANNUAL APPLICATION TO OPERATE MOBILE HOME PARK

DATE: March 26, 2024

TO: CITY OF PLYMOUTH CITY CLERK, P.O. BOX 107, PLYMOUTH, WI 53073

FEE: \$100.00 for each 50 spaces or fraction thereof within each mobile home park to accompany application, covering period of 1 year.

NAME OF APPLICANT: Plymouth MHP LLC

ADDRESS OF APPLICANT: 365 Trailridge Road SE, Cedar Rapids, IA 52403

CONTACT NAME AND PHONE #: Mark Borchardt
319-378-6748

COVERING PERIOD OF ONE YEAR: From: April 1, 2024
To: March 31, 2025

Location & Legal Description of Mobile Home Park:

728 State Hwy 57, Plymouth, WI 53073
Tax Parcel #59271-822980

Name & Address of Owner of Land (If different from application include verified statement that applicant is authorized to construct & maintain mobile home park & make application. A fee of \$10 shall be paid for each transfer of license.)

(Attach statement, if necessary)

NAME OF MOBILE HOME PARK: Plymouth MHP LLC

Signature of Applicant Mark Borchardt

Date Paid 4/24/2024 Treasurer's Receipt No. 10000772



Building Inspector & Zoning Administrator

Department:	Building Inspection	FLSA Status:	Exempt
Division:	Building & Zoning	Job Status:	Non-Bargaining Unit
Reports to:	City Administrator/Utilities Manager	Location:	City Hall
Prepared by:	Human Resources	Approved by:	Plymouth Common Council
Date:	April 26, 2024	Date:	

GENERAL DESCRIPTION

The position of Building Inspector/ Zoning Administrator performs inspection services associated with the enforcement of, and compliance with, City and State commercial and residential Building Codes, and zoning codes. The Inspector’s activities ensure the application of the aesthetic standards of the community in the construction of buildings and surrounding landscapes, and preserve the health, welfare and safety of the general public. The work is performed under the direction of the City Administrator/Utility Manager.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

- Reviews building plans and site plans for conformance to state and local building codes and local zoning code.
- Develops and reviews building permit applications and issues building permits in accordance with adopted codes.
- Performs building, electrical, plumbing, HVAC and erosion control inspections. Coordinate with contracted commercial inspection agency to execute commercial building, electrical, plumbing and HVAC permits and inspections, if applicable.
- Schedules and conducts on-site inspections to ensure compliance with codes for zoning, construction, plumbing, HVAC, electrical and erosion control.
- Answers questions and provides guidance to developers, contractors, and residents regarding the process for building permits, site plan approval, and other development/construction requirements arising out of state code and local ordinances.
- Notes violations and informs building owner, contractor and other concerned parties regarding violations and possible solutions. Issues citations. Conducts follow-up inspections. Maintains an electronic record of all inspections, violations, and correspondence.
- Responsible for the enforcement of all building codes and zoning regulations pursuant to the provisions of WI Stat § 62.17, and Titles 13, 14 and 15 of Code of Ordinances.
- Reviews permit fees annually and makes recommendations for changes to be included in the annual Schedule of Fees.
- Reviews Plan Commission applications for site plans, plats and certified survey maps.
- Serves as Plan Commission Secretary by preparing agendas and materials. Records minutes for the Plan Commission meetings.
- Attends and participates in Plan Commission, Board of Zoning Appeals, Common Council (when necessary) and other meetings as required.
- Assists in the development and amendment of local Municipal Codes.
- Develops, recommends, administers, and monitors the annual budget for Building Inspection/Zoning Administration and orders supplies.

- Actively participates in city staff meetings.
- Code enforcement inspector who is responsible for nuisance property and other property condition inspections and citations. Serves as Weed Commissioner for the City of Plymouth.
- Assists as necessary with review and processing of commercial, industrial and multi-family site plans and sign permits.
- Disseminates notices of public hearings, conditional use permits, variances, and land splits.
- Ensures development and implementation of the City's Comprehensive Plan and all other masterplans.
- Recommends updates and maintenance of Comprehensive Plan, Zoning Code and other land development regulations.
- Conducts technical research, analyzes data, evaluates findings, identifies significant issues, determines options, and develops staff recommendations.
- Administers the issuance of all zoning use permits; creates and maintains related records.
- Coordinates inspections of buildings requiring joint inspection with other public agencies such as health department, fire department, police/sheriff's department and other appropriate agencies.
- Appears and testifies in the municipal or circuit court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.
- Administer and enforce Flood Plain Zoning Codes.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the materials and methods used in building construction and the state building code, applicable state statutes, rules, regulations, ordinances and local zoning code.
- Working knowledge of Open Meeting Law, Public Records Law, State Ethics Law.
- Knowledge of zoning regulations.
- Knowledge of structural design, structural calculations, construction and heating practices, principles, and materials.
- Knowledge of electronic permitting process.
- Ability to effectively and accurately interpret all federal, state, and local laws, rules, regulations and policies pertaining to matters under the Building Inspector's jurisdiction, including the cities Zoning Code, the Wisconsin Building Code, and the rules and regulations promulgated pursuant thereto pertaining to accessible design standards.
- Ability to interpret technical data, read engineering maps, blueprints, drawings and plans, critically analyze information.
- Considerable ability to enforce regulations with firmness and tact.
- Ability to utilize a computer and the required software.
- Ability to manage projects from plan review to final certificate of occupancy.
- Ability to communicate in a clear and understandable manner.
- Ability to establish and maintain effective working relationships with staff, contractors, and the public.
- Ability to work in a team setting.
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines.
- Honesty, reliability, discretion, and good judgment essential.

EDUCATION AND TRAINING

- Completion of a high school diploma or GED equivalent.
- Vocational/technical training in building constructions and building systems desired.
- Two years of inspection experience with extensive public contact; or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Possess and maintain the following certifications within an agreed timeframe:
 - UDC Construction Inspector

- UDC HVAC Inspector
- UDC Electrical Inspector
- UDC Plumbing Inspector
- Commercial Building Inspector certifications preferred, but not required
- Preferred one or more of the licenses above at the time of hire
- Must possess a valid Wisconsin driver's license.
- Requires some evening, weekend, and holiday work.

WORKING CONDITIONS

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. On-site inspections require walking, squatting, and climbing ladders and/or stairs. May be exposed to inclement terrain and weather conditions.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.

City of Plymouth
128 Smith St. - P.O. Box 107
Plymouth, WI 53073-0107



Telephone: (920) 893-1271
Facsimile: (920) 893-0183
Web Site: plymouthgov.com

DATE: April 17, 2024
TO: Common Council
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Resolution No. 5 Adopting PSC 119 Updated Schedule of Fees

Background:

Chapter 119 provides the rules for Utilities and Utility customers regarding Interconnection of Distributed Generation to our system. The attached presentation highlights the updates to the PSC (Public Service Commission) Chapter 119. One of the primary updates is that a Utility is permitted to charge application and commissioning fees. These fees are meant only to recoup Utility costs for reviewing applications, inspecting, and testing the systems before interconnection.

On April 9, the Public Works and Utilities Committee unanimously recommended that the Common Council approve the adoption the schedule of fees as presented.

If the resolution is adopted by the Common Council, PSC 119 schedule of fees will go into effect once the rules are formally adopted by the PSC.

Recommendation:

Approve Resolution No. 5 Adopting PSC 119 Updated Schedule of Fees

Attachment:

1. Resolution No. 5

**CITY OF PLYMOUTH
RESOLUTION NO. _____ OF 2024**

**A Resolution of the Common Council of the City of Plymouth
Amending Plymouth Utilities Electric Utility Regulations to
Establish Application and Commissioning Fees**

WHEREAS, pursuant to Wis. Admin. Code § PSC 119.08(2) a public utility may recover from an applicant an amount up to the actual cost, for labor and parts, of any distribution system upgrades required prior to interconnection, as well as for retesting of an installation that does not conform to the requirements of Wis. Admin. Code Ch. PSC 119; and

WHEREAS, pursuant to Wis. Admin. Code §§ PSC 119.13 and 119.08(5) a public utility may assess a fee to an applicant seeking to interconnect to a distributed generation (DG) facility for preparation of a pre-application report; and

WHEREAS, the Common Council hereby determines, it is in the best interest of Plymouth Utilities and its rate payers to pass on application fees to the applicant seeking to interconnect to Plymouth Utilities' electrical distribution system.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Plymouth adopts Public Service Commission Table 119.08-1, which reads as follows, recovering fees from applicants:

Category	Export Capacity	Application Review Fee	Engineering Review Fee	Distribution System Study Fee	Commissioning Fee
1	20 kW or less	\$150 (1-8kW) \$300 (9-20kW)	Cost based	Cost based	\$150
2	Greater than 20kW to 200 kW	\$300+\$10/kW	Cost based	Cost Based	\$250
3	Greater than 200kW to 1 MW	\$2000 + \$2kW	Cost based	Cost based	\$1000
4	Greater than 1 MW to 15 MW	\$4000 + \$0.50/kw	Cost based	Cost based	\$2500

NOW, THEREFORE, BE IT FURTHER RESOLVED that this resolution shall be effective as of May 1, 2024.

Adopted: _____, 2024.

CITY OF PLYMOUTH

By: _____
Donald O. Pohlman, Mayor

By: _____
Anna Voigt, Clerk

CERTIFICATION

I hereby certify that the foregoing Resolution was duly adopted by the Common Council of the City of Plymouth on this _____ day of April, 2024.

Anna Voigt, Clerk

Plymouth Utilities
900 CTH PP - P.O. Box 277
Plymouth, WI 53073-0277



Telephone: 920-893-1471
Facsimile: 920-892-2760
www.PlymouthUtilities.com
plymouthutilities@plymouthutilities.com

DATE: April 25, 2024
TO: Mayor and Common Council
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Discussion/action regarding Resolution No. 6-2024 – Tax Incremental District (TID) Termination Resolution for TID#4 - City

Background:

At the meeting on April 9, 2024 the Common Council approved resolution No. 4-2024 authorizing the final debt payments prior to the closure of TID#4. As a result, TID#4 has met its fiscal obligations and is able to close. In January 2024, the Department of Revenue advised staff that the TID#4 closure resolution should happen between April 15, 2024 and before September 26, 2024 to be able to receive the final increment in 2025 from the 2024 tax roll for affordable housing.

The attached Resolution No. 6-2024 formally closes TID#4. The remaining funds in TID#4 available (notwithstanding the affordable housing extension) will be distributed to the four taxing jurisdictions (City, School District, LTC, and County) following the final TID#4 audit. The final TID#4 audit should take place within 12 months of closure. The following is the estimated monetary closeout distribution each jurisdiction will receive:

- City: \$578,000
- School District: \$629,000
- LTC: \$68,000
- County: \$425,000

Please note that these amounts are slightly less than previously anticipated because Ehlers had formerly included the value of City owned land in TID#4 in the fund balance. Staff recently coordinated with Ehlers and the City Auditing Firm Baker Tilly, who both verified that the value of City owned land should not have been included in calculating the closeout distribution.

Closeout distribution funds are unencumbered and can be used as needed by each jurisdiction following the audit. As previously discussed, staff recommends that a portion of these funds be set aside for a housing study and action plan to help direct usage for the affordable housing extension, with the remainder to be placed into the capital project fund to be used for capital expenses.

TID#4 was enormously successful and serves as a model for future TIF Districts in the City. Per the City's Financial Advisor Ehlers, following the closure of TID#4, the City will be able to create new TIF Districts because Plymouth will be below the statutory limit of 12% of city assessed valuation in active TIF districts.

Housing Extension:

On September 26, 2023, Council approved Resolution No. 14-2023 for the TID#4 affordable housing extension. This means that while the TID is formally closed, the district will collect one additional year of increment in 2025 for the affordable housing extension. It is currently estimated that the affordable housing extension will generate \$2.6 million. Currently the Ad-Hoc Housing Committee is meeting to provide a recommendation for the use of those funds by the end of 2024. An RFP was recently released to solicit firms to conduct a housing study and action plan.

Recommendation:

Move to approve Resolution No. 6-2024 – Tax Incremental District (TID) Termination Resolution for TID#4

Attachments:

1. Resolution No. 6

Tax Incremental District (TID) Termination Resolution

_____ of _____ TID _____ Resolution _____
(town, village, city) (municipality) (number) (number)

WHEREAS, the _____ of _____ created TID _____ on _____, _____, and adopted
a project plan in the same year, and (month) (day) (year)

WHEREAS, all TID _____ projects were completed in the prescribed allowed time; and:

WHEREAS, sufficient increment was collected as of the _____ tax roll, payable _____, to cover TID _____
project costs. (year) (year)

WHEREAS, insufficient increment was collected to cover project costs.

THEREFORE BE IT RESOLVED, that the _____ of _____ terminates TID _____ ; and

BE IT FURTHER RESOLVED, that the _____ Clerk shall notify the Wisconsin Department of Revenue (DOR),
within sixty (60) days of this resolution or prior to the deadline of April 15, _____, whichever comes first, that the TID
has been terminated; and (year)

BE IT FURTHER RESOLVED, that the _____ Clerk shall sign the required DOR Final Accounting Submission
Date form (PE-223) agreeing on a date by which the _____ shall submit final accounting information to DOR;
and:

BE IT FURTHER RESOLVED, that the _____ Treasurer shall distribute any excess increment collected after
providing for ongoing expenses of the TID, to the affected taxing districts with proportionate shares as
determined in the final audit by the _____'s auditor, _____.
(auditor name)

BE IT FURTHER RESOLVED, that the _____ of _____ shall accept all remaining debts for
TID _____ as determined in the final audit by the _____ auditor, _____.
(auditor name)

Adopted this _____ day of _____, _____
(day) (month) (year)

Resolution introduced and adoption moved by alderperson _____
(name)

Motion for adoption seconded by alderperson _____
(name)

On roll call motion passed by a vote of _____ ayes to _____ nays
(number) (number)

ATTEST:

(Mayor/Head of Government Signature)

(Clerk Signature)

City of Plymouth
128 Smith St. - P.O. Box 107
Plymouth, WI 53073-0107



Telephone: (920) 893-1271
Facsimile: (920) 893-0183
Web Site: plymouthgov.com

DATE: April 17, 2024
TO: Common Council
FROM: Anna Voigt, City Clerk
RE: Resolution No. 7 Acknowledging Updated Liquor License Quota

Background:

Regular "Class B" licenses may sell intoxicating liquor to consumers by the glass for on-premises consumption. Reserve "Class B" licenses may also sell intoxicating liquor to consumers by the glass for on-premises consumption, but carry an additional one-time, non-refundable, issuance fee (\$10,000) and are not eligible for transfer to another premise or company. There is a state-regulated quota for both of these license types. Currently the City of Plymouth has 10 Regular "Class B" Liquor Licenses and 6 Reserve "Class B" Licenses. Each time the population increases by 500 people, municipalities are allowed to add a Reserve "Class B" Liquor License to their quota. The attached resolution recognizes the City now has one additional Reserve "Class B" license.

Recommendation:

Resolution No. 7 Acknowledging Updated Liquor License Quota

Attachment:

1. Resolution No. 7

CITY OF PLYMOUTH, WISCONSIN

RESOLUTION NO. _____ of 2024

**A Resolution of the City of Plymouth Common Council
Increasing the Number of Reserve “Class B” Liquor Licenses
in the City of Plymouth, Sheboygan County, Wisconsin**

WHEREAS, the number of reserve “Class B” liquor licenses available to a municipality is determined by Wis. Stat. § 125.51(4)(br); and

WHEREAS, the City of Plymouth currently holds six (6) reserve “Class B” liquor licenses based on the calculations set forth in Wis. Stat. § 125.51(4)(br); and

WHEREAS, a municipality’s quota for a reserve “Class B” liquor license is increased by adding one additional license for each increase in population of 500 persons; and

WHEREAS, the City of Plymouth’s population of 8,900 allows for the addition of one (1) reserve license, the next “Class B” liquor license authorized for issuance will become available upon reaching a population of 9,000.

NOW, THEREFORE, BE IT RESOLVED THAT pursuant to the authority under Wis. Stat. § 125.51(4)(br), the Common Council of the City of Plymouth hereby increases the number of reserve “Class B” liquor licenses from six (6) to seven (7).

Adopted: _____, 2024.

CITY OF PLYMOUTH

By: _____
Donald O. Pohlman, Mayor

By: _____
Anna Voigt, Clerk

CERTIFICATION

I hereby certify that the foregoing Resolution was duly adopted by the City of Plymouth, Wisconsin on this _____ day of April, 2024.

Anna Voigt, Clerk



DATE: April 25, 2024
TO: Mayor and Common Council
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Approval of 15KV ABB Circuit Breaker Bid Award From Border States Electric

Background:

Plymouth Utilities is responsible for the construction and maintenance of electric distribution lines to local homes and businesses. The electric distribution equipment in the southwestern portion of the Plymouth service territory has reached near capacity in recent years. The Public Service Commission (PSC) approved the Certificate of Authority (CA) to construct a new substation in the Town of Mitchell at their open meeting on February 1, 2024 and issued their final order on March 4, 2024.

Now that the final order for the CA has been issued, staff is moving forward with bidding the various components of the substation project. Bids for 15KV circuit breakers were opened on April 18, 2024. The low bid was from Border States for 15KV circuit breakers manufactured by ABB totaling \$130,058.84.

Per Attachment 1, our engineering consultant Forster Electrical Engineering recommends that the low bid from Border States for 15KV circuit breakers manufactured by ABB be approved in an amount of \$130,058.84. Forster Electrical Engineering has successfully used ABB circuit breakers on other substation projects on the past. Staff requests Common Council approval of the bid subject to attorney/staff review and approval of the terms and conditions.

Recommendation:

Approval of 15KV ABB Circuit Breaker Bid Award From Border States Electric for \$130,058.84 subject to attorney/staff review and approval of the terms and conditions.

Attachments:

1. Recommendation from Forster Electrical Engineering
2. Bid Tab
3. Bid Summary



550 N. Burr Oak Ave
Oregon, WI 53575
(608) 835-9009
(608) 835-9039 fax

"Excellence in electrical distribution design since 1981"

SENT BY EMAIL

April 25, 2024

Plymouth Utilities
Mr. Tim Blakeslee
TBlakeslee@plymouthwi.gov

Subject: 15 kV Circuit Breakers
Specification No. 4155
Project No. P05-23A

Dear Mr. Blakeslee:

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

Two bids were received, both from Border States Electric (BSE). The lowest bid, in the amount of \$130,058.84, is for R-MAG breakers manufactured by ABB. The second bid, in the amount of \$135,914.60, is for SDV-7 breakers manufactured by Siemens. A copy of the Bid Summary is attached.

The quoted lead time for the BSE/ABB offering is 23-24 weeks After Receipt of Order (ARO). Assuming contracts are completed in May this would have the ABB breakers arriving in November of this year. We have successfully used ABB R-MAG breakers on a number of municipal utility substation projects and believe that ABB can provide quality breakers that will meet the specifications and perform well in your new substation.

Therefore, we recommend that a contract be awarded to Border States Electric in the amount of \$130,058.84 for four 15 kV circuit breakers manufactured by ABB.

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

Sincerely,

FORSTER ELECTRICAL ENGINEERING, INC.

A handwritten signature in blue ink that reads 'Kenneth D. Casper'.

Kenneth D. Casper, P.E.

BID TABULATION - 15 KV CIRCUIT BREAKERS**Plymouth Utilities****15 kV Circuit Breakers****Project No. P05-23A, Specification 4155****Bids opened April 18th, 2024**

Bid submitted by:		Border States (ABB)	Border States (Siemens)
1	Breaker Type/Model No.:	ABB R-Mag MB11136LVNJ5KBL4	Siemens SDV7-MA 15kV-25kA-1200A
2	Breaker control Type/Model No.	Panel w/ std control switch, local/remote, ind lights only	3AH35 MA
3	Interrupting medium	Vacuum	Vacuum
4	Insulating medium	Air	Air
5	Operating mechanism	magnetic acuator	magnetic acuator
6	NEMA 4-hole flat pads provided?	Yes	Yes
	If no - details	-	-
7	State length and description of warranty	5 year max.	54/60 weeks
	In/Out requirements met?	no	no
8	Any warranty validation requirements?	no	Yes - it is not required for a Siemens representative or technician to participate in the installation
	If checkout required, are costs included in bid price?	no, attached	not required
9	Lead time for submittals in days?	21	35 days
10	Anticipated lead time for delivery?	126	280 days
	Base Bid Amount	\$130,058.84	\$135,914.60
	Bid Bond received	Yes	Yes

BID SUMMARY

Plymouth Utilities

15 kV Circuit Breakers

Project No. P05-23A, Specification 4155

Bids opened April 18th, 2024

Bid submitted by:	Border States (ABB)	Border States (Siemens)
Base Bid	\$ 130,058.84	\$ 135,914.60
Bid bond received	Yes	Yes
Lead Time for drawings	21 days	35 days
Lead Time for delivery (after drawings)	126 days	280 days



DATE: April 25, 2024

TO: Mayor and Common Council

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: Discussion and possible action on a potential advisory referendum to direct the City to rehabilitate the Nutt Hill Ski Area for winter recreation

Background: Nutt Ski Hill has not been utilized for organized winter recreation since February of 2014. Over the past two years, a small group of Plymouth Community members created a non-profit called Cheese Capital Winter Park LLC (CCWP) to investigate the reestablishment of the Nutt Ski Hill in Plymouth for winter recreation. CCWP provided a status update to the Committee of Whole prior to the Common Council meeting.

In early April, Alder Hildebrand requested that an item be placed on an upcoming agenda to consider a potential advisory referendum for residents to direct the City whether or not to rehabilitate the Nutt Hill Ski Area for winter recreation. The Common Council should weigh the following considerations to make a decision on an advisory referendum:

- Use of an advisory referendum is permissible as requested in State Statute.
- An advisory referendum would have limited costs to the City since an August election is already likely to take place. Anticipated costs would include Staff/Attorney time putting together ballot language and a referendum fact sheet.
- Referendum Language needs to be finalized 70 days prior to an election. Should a referendum be preferred, language would need to be finalized prior to June 4 for the August 13, 2024 election.
- The decision to rehabilitate the Nutt Hill Ski Area for winter recreation is a decision the Common Council can make with or without an advisory referendum. The Common Council still has the final decision regarding ski hill rehabilitation and are not bound by the results of the advisory referendum.
- While this is a unique project, a decision to use an advisory referendum may set a de facto precedent for similar projects in the future. Council members are always welcome to talk with their constituents or direct staff to solicit resident feedback in other ways.
- An advisory referendum will reach all registered voters. However, does the Common Council believe an advisory referendum will provide different results from the survey already conducted by the CCWP? The City could also conduct a survey in a similar manner to the Mill Pond Dam survey to gauge resident feedback.
- If an advisory referendum is preferred, future staff and committee work on the project will be paused until after the referendum (unless other direction is provided by the Common Council).

The next step is to determine a pathway forward for a decision on the Ski Hill. Staff has prepared three options for council consideration.

Option 1 - Advisory Referendum	Option 2 - Council Decision	Option 3 - Resident Survey and Council Decision
<ul style="list-style-type: none"> • Discussion and action to proceed with an Advisory Referendum (April 30, 2024) • Decision on Referendum Language (May 14 or May 28, 2024) • Referendum Held (August 13, 2024) • Council Decision To Move Forward With Ski Hill Rehabilitation (August 30, 2024) • If No - Project Ends • If Yes - Hold the Following <ul style="list-style-type: none"> • Parks Committee (Project Feedback and Recommendation) • Public Open House Event(s) (Organized by CCWP to solicit public feedback) • Plan Commission (Public Property Lease Discussion and Recommendation) • Common Council (Project and Lease Approval) 	<ul style="list-style-type: none"> • Discussion and no action regarding advisory referendum (April 30, 2024) • Council Decision To Move Forward With Ski Hill Rehabilitation (May 14, 2024) <ul style="list-style-type: none"> • If No - Project Ends • If Yes - Hold the Following <ul style="list-style-type: none"> • Parks Committee (Project Feedback and Recommendation) • Public Open House Event(s) (Organized by CCWP to solicit public feedback) • Plan Commission (Public Property Lease Discussion and Recommendation) • Common Council (Project and Lease Approval) 	<ul style="list-style-type: none"> • Discussion and no action regarding advisory referendum, but with direction to move forward with soliciting public feedback (April 30, 2024) • Staff to release a resident survey ~May 6 to ~May 24 • Council Decision To Move Forward With Ski Hill Rehabilitation (May 28, 2024) <ul style="list-style-type: none"> • If No - Project Ends • If Yes - Hold the Following <ul style="list-style-type: none"> • Parks Committee (Project Feedback and Recommendation) • Public Open House Event(s) (Organized by CCWP to solicit public feedback) • Plan Commission (Public Property Lease Discussion and Recommendation) • Common Council (Project and Lease Approval)

Recommendation: Discussion, provide direction to staff, and potentially take action on an advisory referendum to direct the City to rehabilitate the Nutt Hill Ski Area for winter recreation