

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, JULY 29, 2025 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, July 8, 2025**
 - B. Approve City and Utility Reports:**
 - I. Electric, Water and Sewer Sales Report – June 2025**
 - II. Utility Related Write Offs for July 2025 - \$0.30**
 - C. Minutes acknowledged for filing — Library Board: June 2 – Finance and Personnel: July 8 – Committee of the Whole: July 8**
- 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. Ordinance**
 - A. No. 12 – An Ordinance Amending Sections 13-1-80 and 13-1-82, Regarding Additions on to Legal Non-Conforming Structures and Lots, of the Municipal Code of the City of Plymouth, Wisconsin – Jack Johnston, Assistant City Administrator/Community Development Director**
- 7. Resolution**
 - A. No. 10 – Commendation for Alderman Greg Hildebrand – Don Pohlman, Mayor**
- 8. New Business:**
 - A. Announcement of an Aldersperson vacancy existing in 1st District due to the Resignation of Aldersperson Greg Hildebrand. Applications to complete this term will be accepted until August 14**
 - B. Discussion and Possible Action on Extraterritorial Certified Survey Map (CSM); Parcel number 59016214992 and 59016214991 – located on County Road O in the Town of Plymouth – Jack Johnston, Assistant City Administrator/Community Development Director**
 - C. Discussion and Possible Action on Interim Market Update Agreement with Associated Appraisals– Tim Blakeslee, City Administrator / Utilities Manager**

- D. Appoint Jeff Versch to Park Committee to fill a vacancy until 2030
Mayor Appoints / Council Confirms – Mayor Pohlman**
- E. Appoint Ronna O'Toole, Ken Pannier, and Carole O'Malley to
Redevelopment Authority for 5 – year term Mayor Appoints / Council
Confirms – Mayor Pohlman**

9. Adjourn to 7:00 PM on Tuesday, August 12, 2025

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, JULY 8, 2025 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 Pohlman called the meeting to order at 7:00 PM. On the call of the roll, the following were present: Dave Herrmann, Angie Matzdorf, Diane Gilson, Greg Hildebrand, Mike Penkwitz, John Binder, and Kevin Sande. Also present: City Administrator/Utilities Manager Tim Blakeslee, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, Director of Public Works Cathy Austin, Electrical Operation Manager Ryan Roehrborn, Finance Manager Chris Russo, and City Clerk/Deputy Treasurer Anna Voigt.
2. **Pledge of Allegiance.**
3. **Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Gilson/Penkowitz to approve the consent agenda. A unanimous aye vote was cast. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, June 24, 2025**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 06/01/2025 – 06/30/2025**
 - C. **Minutes acknowledged for filing — Police and Fire Commission: June 3 – Community Television: June 9**
 - D. **Building Report for June 2025 – 38 Permits at \$1,239,792**
 - E. **Approve Room Tax Permit for South Pier Plymouth Inn LLC, at 606 E Mill St.**
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:** Shannon Brunet spoke about the skate park at City Park. He would like to be apart of the process in deciding what could potentially be redone at the skate park at City Park. Deputy Chief Starker spoke about the redesign of the Police Department business cards and asked Council to test out the QR codes on the back.
5. **Items removed from Consent Agenda:** None
6. **New Business:**
 - A. **Discussion and Possible Action Investment Reallocation Approval –**

Russo explained that staff is recommending reallocating a portion of investments to help cover the Q3 American Transmission Company Voluntary Additional Capital Call. ATC operates as a federal and state – regulated transmission utility. Plymouth Utilities operates electric distribution only; therefore, they rely on ATC transmission lines to bring power to the community. Motion was made by Matzdorf/Herrmann to approve the Q3 ATC VACC of \$276,221 by reallocation \$163,552 or investments. Sande asked about the projections past 2025? Russo stated that this is the only information ATC has shared are the projection going through 2029. The hope is Utilities continues to meet the capital contributions, and eventually get back into the positive. Herrman asked if there would be a Q4 request? Russo stated they reached out multiple times to confirm there would be no Q4 request. So, this will be the last capital call for 2025. Blakeslee added that regarding Sande's

question, the capital calls moving forward from '26 to '29 those will be part of budget discussion. Upon the call of the roll, all voted aye. Motion carried.

B. Amended - Approval to allow alcohol during the July 12, 2025 Mill Street Festival 9 am - 4 pm – Blakeslee stated that the Chamber of Commerce is requesting that outdoor alcohol consumption be permitted at the Mill Street Festival from 9 AM to 4 PM on July 12. Per City Code the Common Council may waive public consumption limitations for duly authorized events. Motion was made by Matzdorf/Sande to approve alcohol consumption during the July 12 Mill Street Festival from 9 AM to 4 PM. Mayor asked for some clarification from Chief Ruggles. Ruggles explained that City Ordinance limits alcohol sales to the licensed premises. Generally outside consumption isn't allowed unless approved by Council. When talked about at Committee of the Whole it was left that the organizer will make the request of the Council. Initially that request was not made for this event. If approved by Council, licensed establishments could sell alcohol and people leave their premise with an open container. Mary Hauser from the Chamber of Commerce thanked everyone for getting it on the agenda quickly after a social media post received feedback. Binder asked about the boundaries of the event. Matzdorf asked for clarification if its only establishments that are already licensed? Ruggles stated that is correct. Upon the call of the roll, all voted aye. Motion carried.

7. **Entertain a Motion to go into Closed Session for the following:** Motion was made by Gilson/Matzdorf to go into closed session. Upon the call of the roll, all voted aye. Motion carried.
Pursuant to Wis Stat. 19.85 (e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conduction other specified public business, whenever competitive or bargaining require a closed session – Negotiations regarding West Stafford Street Parking Lot Project
8. **Entertain a Motion to go into Open Session:** Motion was made by Matzdorf/Penkowitz to go into open session. Upon the call of the roll, all voted aye. Motion carried.
9. **Discussion and Possible Action on Closed Session Item:** Motion was made by Herrmann/Matzdorf to authorize the City Administrator to execute and finalize documentation to acquire properties and execute and finalize easement documentation for properties as detailed in attachment one subject to the city attorney's approval. Upon the call of the roll, all voted aye. Motion carried.
10. **Adjourn to 7:00 PM on Tuesday, July 29, 2025:** Motion was made by Binder/Gilson to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

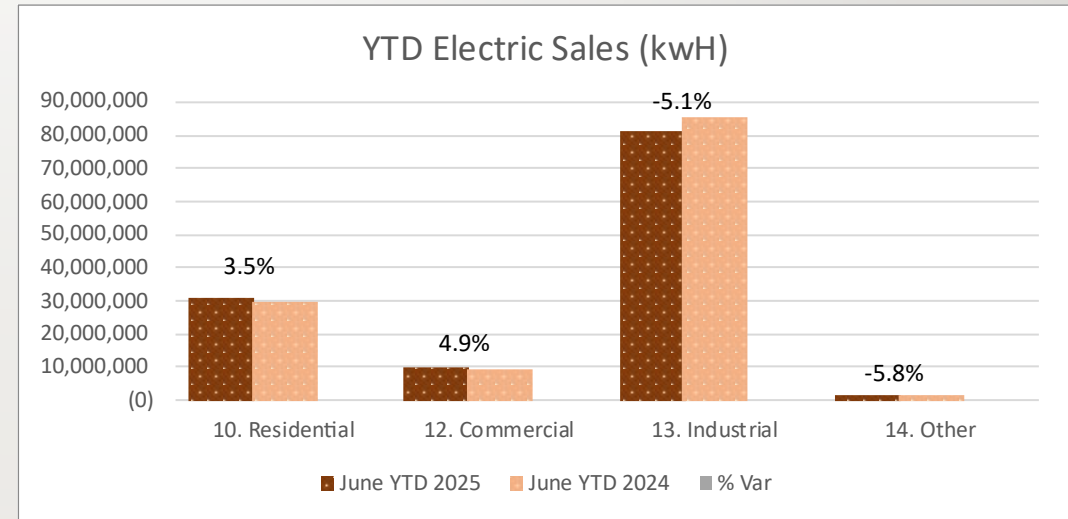
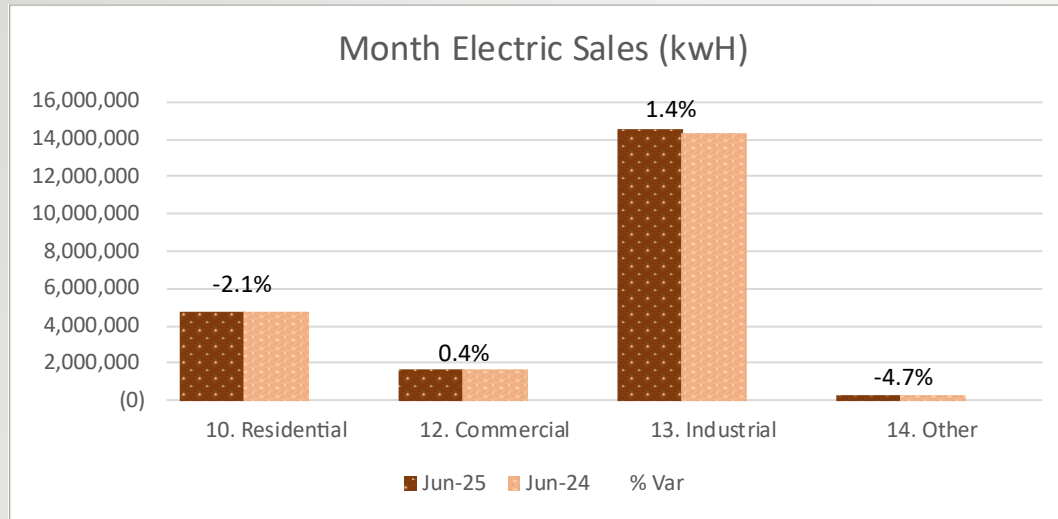


Plymouth Utilities

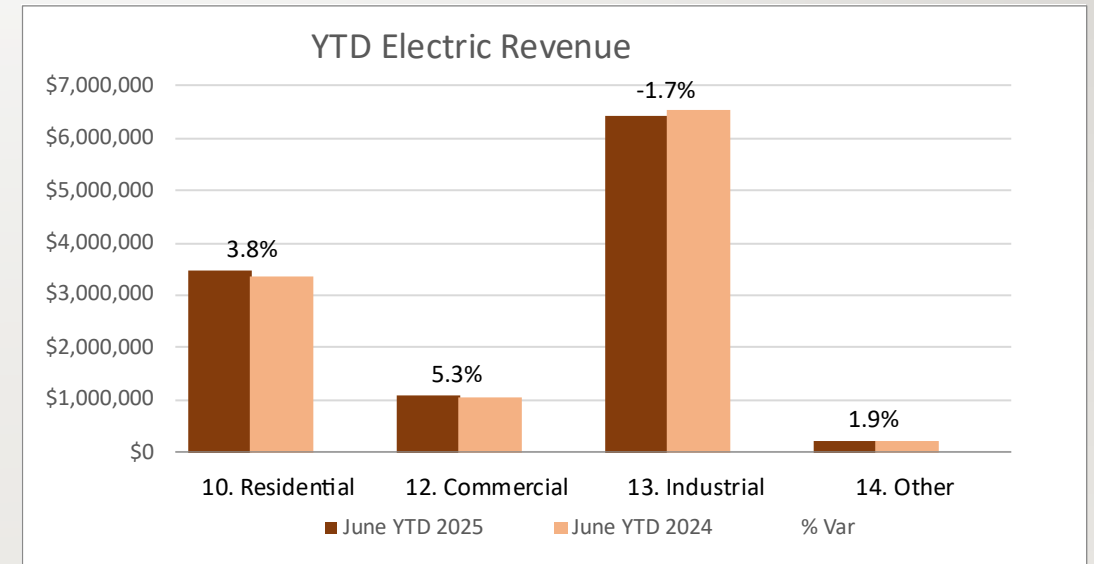
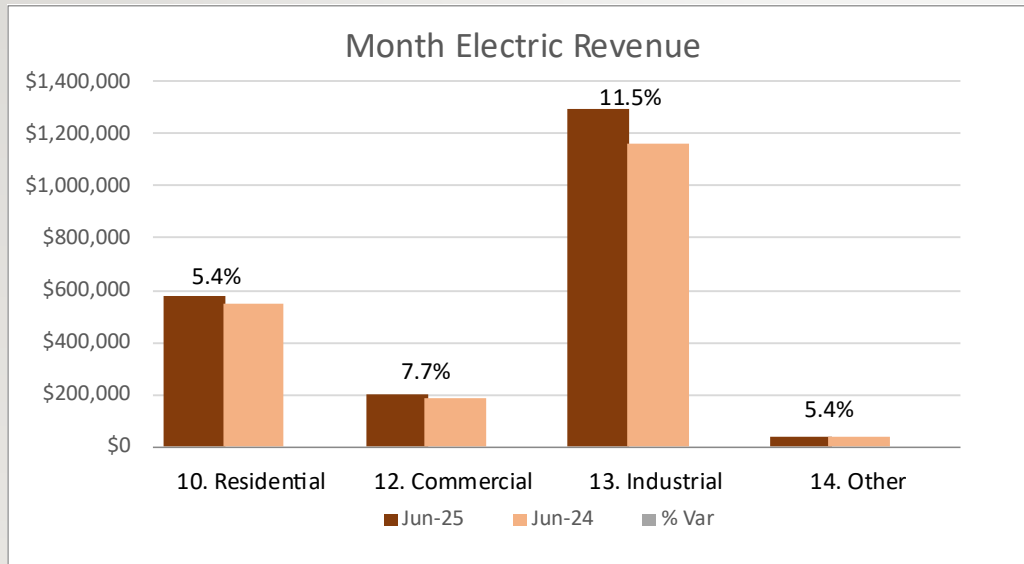
JUNE 2025

SALES & REVENUE

June 2025 Electric Sales

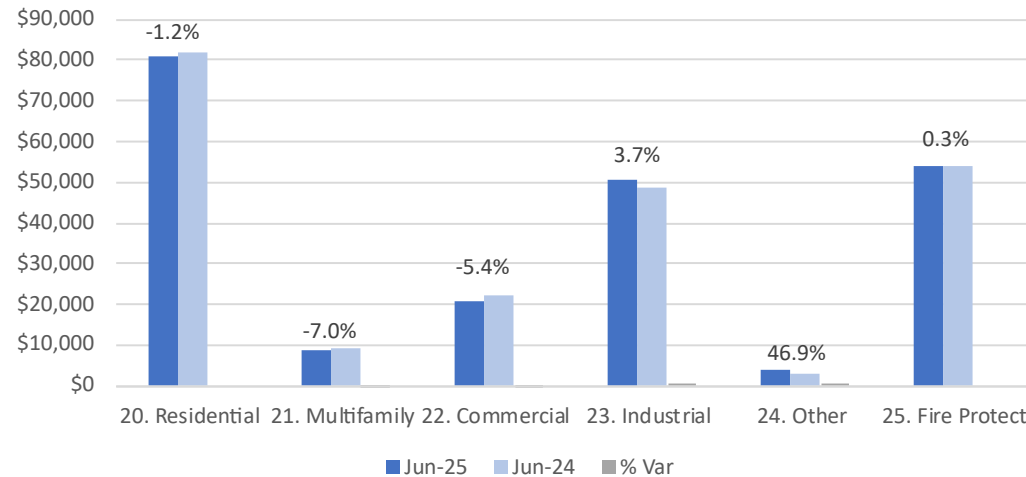


June 2025 Electric Revenue

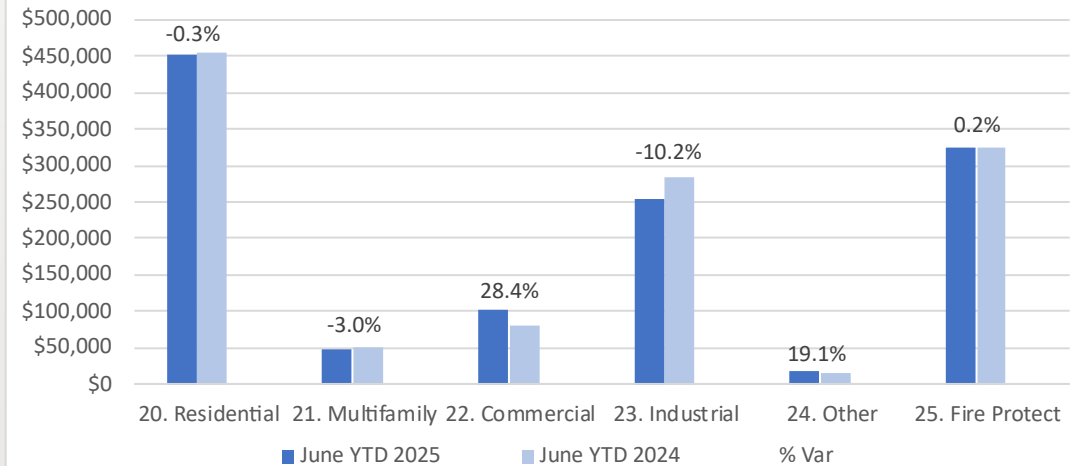


June 2025 Water Revenue

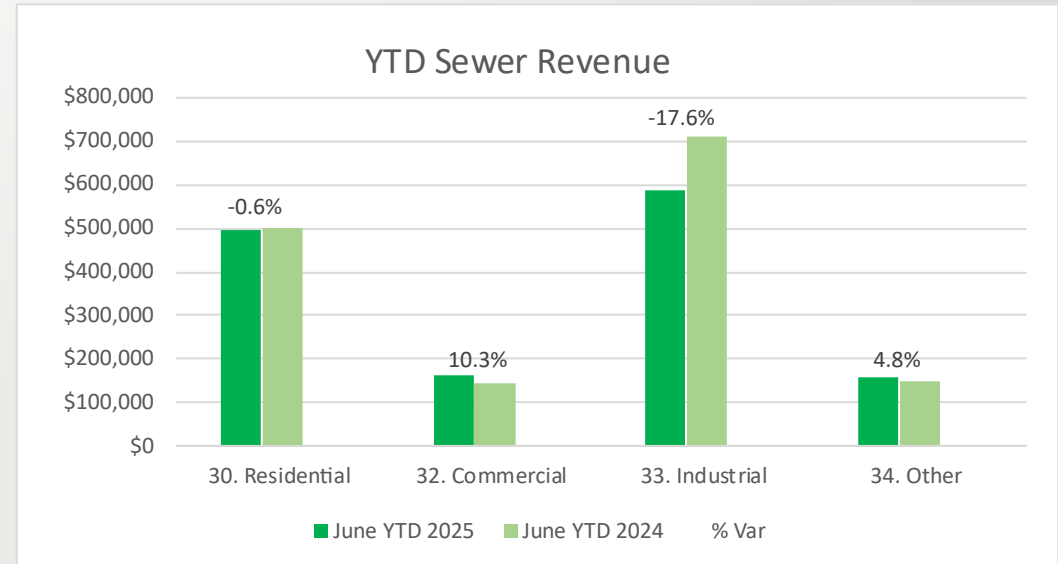
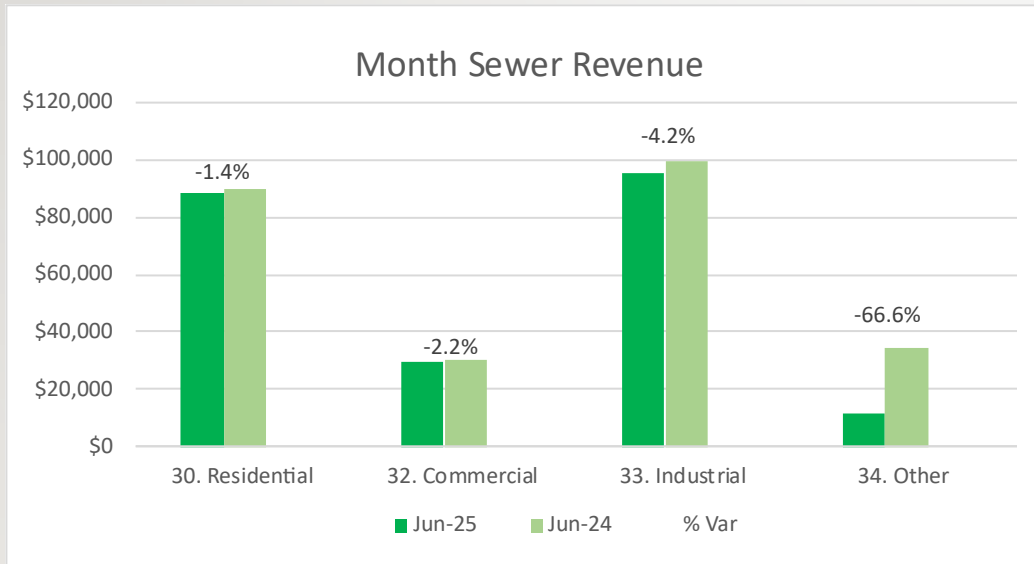
Month Water Revenue

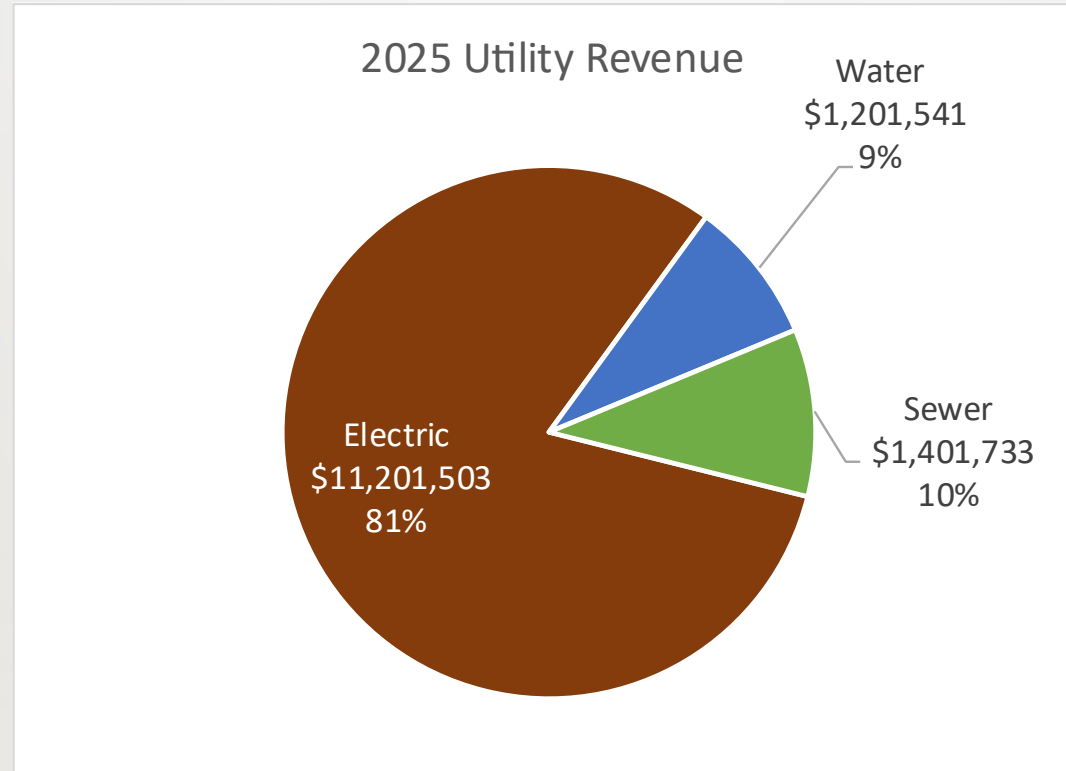


YTD Water Revenue



June 2025 Sewer Revenue





Report Criteria:
Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Write Off									
07/09/2025									
HOPKINS, DANIEL	13.87.04353.23	Write	1	OVERPAYMENT OF UTILI			.30	M	PCAC - 80
Total 07/09/2025:							.30		
Total Write Off:							.30		
Grand Totals:							.30		



PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
June 2, 2025

Meeting was called to order by K. Murray at 6:30 pm. Present were: K. Murray, B. McKnight, M. Kaczkowski, M. Hummitzsch, S. Gloede and K. Kraemer. Absent were: S. Britt and A. Matzdorf. Also present: Library Director L. Jochman

There was no public comment or correspondence.

Motion by B. McKnight, second by K. Kraemer to approve the minutes of the May 5, 2025 meeting. Motion passed unanimously.

Motion by M. Hummitzsch, second by M. Kaczkowski to approve the financial report for May 2025 Expenses.

Director L. Jochman reviewed some highlighted items on the Director's monthly report. This included an update on summer reading, Hoopla, the Foundation, and an incident with an Experience Pass.

Unfinished Business

Director L. Jochman updated the board about the draft request for proposal for interior plans and potential funding structures.

New Business

Director L. Jochman explained the end of summer staff picnic and requested the main meal be paid for out of the unrestricted donation fund. Motion by S. Gloede to pay for the main meal out of the unrestricted donation fund, second by M. Hummitzsch. Motion passed unanimously.

Director L. Jochman updated the board on the new Network Maintenance Memorandum of Understanding with the Monarch System. Member Libraries pay yearly into a fund to update equipment after 5-6 years.

Announcements

None.

Motion by B. McKnight, second by S. Gloede to adjourn. Motion passed.
Meeting was adjourned at 6:56 pm.

Submitted by, Leslie Jochman
Library Board Secretary

UNOFFICIAL MINUTES

**FINANCE & PERSONNEL COMMITTEE OF THE
PLYMOUTH COMMON COUNCIL
COUNCIL CHAMBERS
128 SMITH STREET
CITY OF PLYMOUTH, WISCONSIN**

TUESDAY JULY 8, 2025 @ 6:15 PM

1. **Call to Order and Roll Call:** Chairperson Penkwitz called the meeting to order at 6:15 PM. ON the call of the roll, the following were present: Mayor Pohlman, Angie Matzdorf, Diane Gilson, and Mike Penkwitz. Also present: Greg Hildebrand, Kevin Sande, John Binder, City Administrator/Utilities Manager Tim Blakeslee, Finance Manager Chris Russo, Police Chief Ken Ruggles, Deputy Chief Matt Starker, Electrical Operation Manager Ryan Roehrborn, Finance Manager Chris Russo, Director of Public Works Cathy Austin and City Clerk/Deputy Treasurer Anna Voigt.
2. **Approval of Meeting Minutes for May 27, 2025 meeting:** Motion was made by Pohlman/Matzdorf to approve the minutes for May 27. A unanimous aye vote was cast. Motion carried.
3. **Discussion on CVMIC AI Policy Review:** Blakeslee explained that AI tools have become more common and the City is looking to implement a formal AI Policy to guide their responsible and effective use. This policy is recommended by Cities and Villages Mutual Insurance Company (CVMIC), aims to balance the benefits of these emerging technologies and the City's legal, ethical, and operational responsibilities. Under the proposed policy, employees may use AI platforms to assist with a variety of tasks provided they do not input confidential information and verify AI-generated content for accuracy. Managers will oversee use on a case-by-case basis. Pohlman stated that it was a step in the right direction to keep up with technology. Penkwitz asked for more information on how AI worked. Blakeslee stated that one way it could be used is for memos and checking if there are any typos and could be many different uses in the future. Penkwitz asked if everyone was going to be using it? Blakeslee stated that it would be up to the department head and would be case by case basis. Motion was made by Matzdorf/Penkwitz to approve the Artificial Intelligence (AI) Policy. Upon the call of the roll, all vote aye. Motion carried.
4. **Adjournment:** Motion was made by Gilson/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

CITY OF PLYMOUTH, WISCONSIN
TUESDAY, JULY 8, 2025 COMMITTEE OF THE WHOLE MEETING
IMMEDIATELY FOLLOWING FINANCE AND PERSONNEL COMMITTEE
COUNCIL CHAMBERS
CITY HALL, 128 SMITH STREET

UNOFFICIAL MINUTES

1. **Call to Order and Roll Call:** Mayor Pohlman called the meeting to order. On the call of the roll, the following were present: Dave Herrmann, Angie Matzdorf, Diane Gilson, Greg Hildebrand, Mike Penkwitz, John Binder and Kevin Sande. Also present: City Administrator/Utilities Manager Tim Blakeslee, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, Director of Public Works Cathy Austin, Electrical Operation Manager Ryan Roehrborn, Finance Manager Chris Russo, and City Clerk/Deputy Treasurer Anna Voigt.
2. **Approve the Minutes from May 27, 2025:** Motion was made by Binder/Gilson to approve the minutes. Upon the call of the roll, all voted aye. Motion carried.
3. **Investment Reallocation Recommendation:** Finance Director Russo explained that staff is recommending reallocating a portion of investments to help cover the Q3 American Transmission Company Voluntary Additional Capital Call. Plymouth Utilities has been a 0.305% owner of ATC. ATC operates as a federal and state-regulated transmission utility. Plymouth Utilities operated electric distribution only, therefore they rely on ATC transmission lines to bring power to the community. Russo explained some of the other current investments are municipal bonds, treasury bonds, CDs and the average rate of returns are 4% to 5.5%. Russo explained that ATC is increasing due to keeping up with the demand of electric power. Utilities is looking to take \$162,000 from existing investments to move over and fully meet capital calls from ATC. Mayor Pohlman commented it looks like a rate of return from Ehlers is 4% - 5% and ATC is almost 10%. Sande asked where the money went. Pohlman stated that if there is money made on the investments it stays in the Utilities and is used to control cost increases and utility customers benefit from that net positive. Blakeslee added that subject to the committee recommending it, it will go to Council immediately after. The quick turnaround is capital calls come quickly from ATC and they needed a response in 3 weeks. Binder asked if Plymouth Utilities being just a distributor was common among WPPI members. Blakeslee stated that most of the members belonging to WPPI are distributors, there are some that have generators. Motion was made by Herrmann/Matzdorf to recommend Council approve the Q3 ATC VACC of \$276,221 by reallocating \$163,552 of investments. Upon the call of the roll, all voted aye. Motion carried.
4. **Discussion on Planning for Parks:** Director Austin introduced the planning process for City Park that was budgeted in the 2025 budget. This year will start the planning of the upgrades to the playground, pathways, skateboard park modifications, parking layout, potential pool expansion, and bathroom on top of the hill. Austin explained that first there will be a meeting with the Park Committee, then Open House to engage the community and collect input on preliminary design ideas. There will be a follow up discussion with the Parks Committee to review public feedback and refine design concepts. There also will be

a presentation to the Committee of the Whole to provide a broader updated to Council and gather further direction.

5. **Adjourn:** Motion was made by Gilson/Binder to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



DATE: July 24, 2025

TO: Common Council

FROM: Jack Johnston, Assistant City Administrator/Community Development Director
Clara Yoder, Administrator Intern

RE: Modifications to Sec. 13-1-80 & 13-1-82 Existing Non-Conforming Structures

Background:

Staff discussed the current lawful non-conforming structure ordinance with the Committee of the Whole on May 13, 2025, due to current ordinance language the restricts additions to these structures and the high prevalence of them within the City in order to give property owner more flexibility to make improvements to their properties. The current problematic ordinance language is below:

- The lawful nonconforming structure existing at the time of the adoption or amendment of this chapter may be continued although its size or location does not conform with the lot width, lot area, yard, height, parking and loading, and access provisions of this chapter. However, **it shall not be extended, enlarged, reconstructed, moved or structurally altered** except when required to do so by law or order or so as to comply with the provisions of this chapter.

The Committee of the Whole endorsed the update at their meeting and referred the matter to the Plan Commission to workshop with staff appropriate updates to the ordinance. Staff then worked with the Plan Commission over the course of the next two months meetings in order to present the ordinance before the Common Council tonight.

Lateral vs. Vertical Additions

The Plan Commission endorsed vertical additions with the following conditions:

- The proposed vertical addition does not increase the building footprint of the existing non-conforming structure.
- The proposed vertical addition does not worsen existing non-conformities.
- The proposed vertical addition does not create any new non-conformities.

The Plan Commission also endorsed lateral additions, with different conditions:

- The proposed lateral addition meets existing zoning requirements as established in the respective zoning district at the time of application as though the addition was a new structure, regardless of the established existing-non-conforming structure to which it will be attached.

Substandard Lots

While the City does not have many vacant substandard lots, staff also included language that gives property owners an avenue to build a principal structure on a substandard lot so long as the structure would meet all zoning requirements possible due to the configuration of the substandard lot. The approval process would follow that of additions to existing nonconforming structures.

Public Hearing/Notice

The Plan Commission discussed appropriate notice requirements as well as the potential for a public hearing. Staff mimicked current CUP regulations that require a class 2 notice as well as notice to property owners with 100' from the subject property. A public hearing is also included in the ordinance language to be held at the Plan Commission meeting.

Standards for Approval

In order to avoid ambiguity when deciding on approving additions to existing non-conforming structures and construction on substandard lots, staff included the following standards for approval that the Plan Commission should consider when deciding to approve/deny these applications. The language is similar to language found in the site plan review criteria:

1. The proposed addition is appropriate in relation to the physical character of the site and the usage of adjoining land areas.
2. The layout of the proposed addition with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; the location, adequacy and improvement of areas for parking and for loading and unloading; and the traffic pattern generated by the proposed construction are developed in a manner consistent with the safety of residents and the community, and the construction or use minimizes any traffic hazard created thereby.
3. The proposed water supply, drainage facilities and sanitation and waste disposal will be adequate.
4. The landscape and appearance of the proposed addition is consistent with the surrounding properties. The Plan Commission may require that those portions of all front, rear and side yards not used for off-street parking to be attractively planted with trees, shrubs, plants or grass lawns, and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent or purposes of this section."

Plan Commission Recommendation

The Plan Commission workshopped the ordinance at their meeting on June 5, 2025 and staff provided a draft ordinance to them for discussion on July 10th. The Plan Commission then unanimously recommended approval of the ordinance, pending minor legal review and revisions by the City Attorney.

Legal Review

After endorsement by the Plan Commission at their meeting on July 10th, the draft ordinance was sent to City Attorney Fieber for legal review and minor revisions. The ordinance included in the packet is the final version after minor legal review and revisions.

Staff Recommendation

Staff requests the Common Council hold a public hearing as required for zoning ordinance updates and then approve the ordinance update as presented.

Attachments:

i. Ordinance 2025-12

Action	Date	Status
Committee of the Whole Discussion	5/13/2025	Endorsement with referral to Plan Commission
Plan Commission Meeting for initial discussion and workshop	6/5/2025	Completed
Plan Commission Meeting with revised ordinance	7/10/2025	Rec. Approval with legal review/edits
Class 2 Notice in <i>Plymouth Review</i>	7/11/2025 7/18/2025	Published
Common Council Public Hearing and Potential Action	7/29/2025	This meeting

CITY OF PLYMOUTH, WISCONSIN

Ordinance No. ____ of 2025

**AN ORDINANCE AMENDING SECTIONS 13-1-80 AND 13-1-82, REGARDING ADDITIONS ONTO
LEGAL NONCONFORMING STRUCTURES AND LOTS, OF THE MUNICIPAL CODE OF THE
CITY OF PLYMOUTH, WISCONSIN**

WHEREAS, the City of Plymouth is a body corporate and politic within Sheboygan County, Wisconsin; and

WHEREAS, the Common Council has determined it is in the best interest of the public health, safety, and general aesthetics of the City and its residents 1) to allow, in certain scenarios, additions onto legal nonconforming structures, 2) to allow principal structures on substandard lots, and 3) to establish an approval process by which the City of Plymouth can encourage development but maintain a vibrant and equitable community landscape for all residents.

NOW, THEREFORE, the Common Council of the City of Plymouth does hereby ordain as follows:

Section 1. Amending Code. Section 13-1-80, Existing nonconforming uses and structures, of the Zoning Code of the City of Plymouth is hereby amended to read as follows (deletions indicated by ~~strikeout~~; insertions by underline):

“Sec. 13-1-80 - Existing nonconforming uses and structures.

- (a) The lawful nonconforming use of a structure or land, including but not limited to fences, parking and zoning setbacks existing at the time of the adoption or amendment of this chapter may be continued although the use does not conform with the provisions of this chapter. However, only that portion of the land in actual use may be so continued and the structure may ~~not~~ only be extended, enlarged, substituted, moved, or structurally altered ~~except when required to do so by law or order or so as to comply with the provisions of this~~ in accordance with Section 13-1-82 of this chapter.
- (b) If no structural alterations are made, a nonconforming use of a building may be changed to any use permitted in the same use district as that in which the use existing is permitted according to the provisions of this chapter; provided when a use district is changed, any existing, nonconforming use in such changed district may be continued or changed to a use permitted in the same use district as that in which the existing use is permitted; provide all other regulations governing the new use are complied with.
- (c) Substitution of new equipment may be permitted by the board of zoning appeals if such equipment will reduce the incompatibility of the nonconforming use with the neighboring uses.”

Section 2. Amending Code. Section 13-1-82, Existing nonconforming structures, of the Zoning Code of the City of Plymouth is hereby amended to read as follows (deletions indicated by ~~strikeout~~; insertions by underline):

“Sec. 13-1-82 - Existing nonconforming structures and lots.

(a) The lawful nonconforming structure existing at the time of the adoption or amendment of this chapter may be continued although its size or location does not conform with the lot width, lot area, yard, height, parking and loading, and access provisions of this chapter. ~~However, it shall not be extended, enlarged, reconstructed, moved or structurally altered except when required to do so by law or order or so as to comply with the provisions of this chapter.~~ In addition to the provisions found in Sec. 13-1-81 and subsection (d) below, extensions, enlargements, and structural alterations to lawful nonconforming structures are permitted subject to the following provisions:

(1) Vertical additions are permitted if the Plan Commission finds the addition does not:

- a. Increase the building footprint,
- b. Worsen existing non-conformities, and
- c. Create any new non-conformities with the structure.

(2) Lateral additions are permitted if the Plan Commission finds the addition meets existing zoning requirements as established in the respective zoning district at the time of application as though it was a new structure, regardless of the established existing-non-conforming structure to which it will be attached.

(b) *Substandard Lots.* The Plan Commission may authorize the construction of a principal or accessory structure on a substandard lot so long as the structure otherwise complies with the zoning requirements within the applicable zoning district and the Plan Commission determines the structure meets the standards in (d) below.

(c) *Notice Requirements and Public Hearing.* In the event that an addition to a nonconforming structure or construction of a principal structure on a substandard lot is proposed, notice of the time, place and purpose of a public hearing shall be given by publication of a class 2 notice under the Wisconsin Statutes in the official city newspaper. The City clerk shall also send such notice to the applicant, the zoning administrator, members of the common council and plan commission, and the owners of record as listed in the office of the city assessor who are owners of property in whole or in part situated within 100 feet of the boundaries of the properties affected, said notice to be sent at least seven (7) days prior to the date of such public hearing at the plan commission meeting.

(d) *Standards for Approval.* The Plan Commission may approve a proposed addition to a legal nonconforming structure or construction on a substandard lot if it finds the following:

(1) The proposed addition is appropriate in relation to the physical character of the site and the usage of adjoining land areas.

(2) The layout of the proposed addition with regard to entrances and exits to public streets; the arrangement and improvement of interior roadways; the location, adequacy and improvement of areas for parking and for loading and unloading; and the traffic pattern generated by the proposed construction are developed in a manner consistent with the safety of residents and the community, and the construction or use minimizes any traffic hazard created thereby.

(3) The proposed water supply, drainage facilities and sanitation and waste disposal will be adequate.

(4) The landscape and appearance of the proposed addition is consistent with the surrounding properties. The Plan Commission may require that those portions of all front, rear and side yards not used for off-street parking to be attractively planted with trees, shrubs, plants or grass lawns, and that the site be effectively screened so as not to impair the value of adjacent properties nor impair the intent or purposes of this section.

Section 3. Severability. Should any portion of this Ordinance or the affected Municipal Code Section be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected.

Section 4. Effective Date. This Ordinance shall take effect the day after publication.

Enacted on _____, 2025.

CITY OF PLYMOUTH

By: _____
Donald O. Pohlman, Mayor

Date: _____

CLERK'S CERTIFICATE OF ENACTMENT

I hereby certify that the foregoing Ordinance was duly enacted by the City of Plymouth Common Council and approved by the Mayor on the date indicated above.

Dated: _____, 2025

Anna Voigt, Clerk



CITY OF PLYMOUTH, WISCONSIN

RESOLUTION NO. 10 OF 2025

A RESOLUTION OF COMMENDATION FOR ALDERMAN GREG HILDEBRAND

WHEREAS, Greg Hildebrand served faithfully as Alderman in District 1 upon his appointment on February 11, 2014 through his resignation September 1, 2025; and

WHEREAS, Greg's contribution to municipal government is an indication of his pride in our community, particularly noted in his public service as Council President and serving on the Public Works & Utilities Committee, Finance and Personnel Committee, Public Safety Committee, Redevelopment Authority, Joint Review Commission, Board of Review, Parks Committee, and Plan Commission, several Ad-hoc committees; and

WHEREAS, it is fitting and right that the City recognize Greg Hildebrand for his outstanding service to this community.

NOW, THEREFORE, BE IT RESOLVED that I, Donald O. Pohlman, Mayor of the City of Plymouth, on behalf of the Common Council and all Plymouth residents, extend to Greg Hildebrand their deepest appreciation and gratitude for his dedication and service to the City of Plymouth and that a copy of this Resolution be presented to him.

Passed: July 29, 2025

CITY OF PLYMOUTH

Donald O. Pohlman, Mayor

Anna Voigt, Clerk

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: July 29, 2025

TO: Mayor and Common Council,

FROM: Anna Voigt, Clerk / Deputy Treasurer

RE: Announcement of an Alderperson Vacancy

Background:

An Alderperson vacancy currently exists in the 1st District due to the resignation of Alderperson Greg Hildebrand. The term for this appointment will expire in April 2026.

The City will be accepting applications from individuals interested in filling this vacancy. Notices inviting applications will be published in the Plymouth Review on August 1 and August 8, and will also be available on the City's website.

Interested candidates should submit a completed application form and resume by Thursday, August 14, 2025. Applications are available online under "Latest News" at <https://plymouthgov.com/jobs> or may be picked up in person at the Clerk's office.

Applicants will be interviewed by the Common Council in open session during the Council meeting scheduled for Tuesday, August 26, 2025. The selected nominee will be appointed and sworn in at the Council meeting on Tuesday, September 9, 2025. This process mirrors the procedure followed after a council resignation in late 2022.

The appointed Alderperson may choose to seek election to a full term by circulating nomination papers and participating in the general spring election in 2026.

Recommendation: Provide Staff Direction

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: July 21, 2025

TO: Common Council

FROM: Jack Johnston, Assistant City Administrator/Community Development Director

RE: **Discussion and Possible Action on Extraterritorial Certified Survey Map (CSM);** Parcel numbers 59016214992 and 59016214991, – located on County Road O in the Town of Plymouth

Background:

Wade Kleinhans has submitted an application for approval of a certified survey map in the Town of Plymouth that is located in the City of Plymouth Extraterritorial Review jurisdiction (1.5 miles from City of Plymouth boundaries). The land division has already been approved by the Town of Plymouth and seeks create new parcel boundaries for a future home to be built. The CSM would essentially widen the frontage on CTH O approximately 91 feet and add ~1 acre of land to the property.

Future Home Site:

The current lot does not have adequate frontage on CTH O due to a wetland abutting the roadway. The widening of the lot will allow the property owner to eventually install a driveway and build a home on the site while avoiding the wetland. Soil tests will also need to be conducted to ensure the soil can support a POWTS system before Sheboygan County will deem it a buildable lot.

Public Works/Plymouth Fire Department Review:

Both Public Works Director Austin and Chief Pafford reviewed the proposal and have no concerns. Chief Pafford noted that any potential future driveway is required to have a stake at 500 feet from the house. This is to allow the Fire Department to drop supply hose at that point for the next truck to hook into.

Plan Commission Recommendation:

At their meeting on July 10, 2025, the Plan Commission unanimously recommended approval of the extraterritorial CSM.

Staff Recommendation:

The property is not located near adjacent City lands or roadways. As such, staff recommends the Common Council approve the extraterritorial CSM.

Copies Mailed/Emailed To:

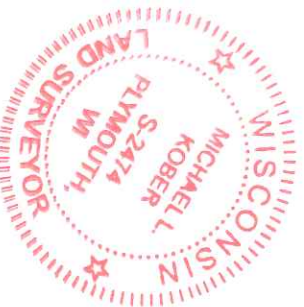
- I. Wade Kleinhans: W4738 County Road O in Sheboygan Falls, WI

Attachments:

- I. Certified Survey Map

CERTIFIED SURVEY MAP

PART OF THE SW1/4 OF THE SE1/4, SECTION 13, TOWN 15 NORTH,
RANGE 21 EAST, TOWN OF PLYMOUTH, SHEBOYGAN COUNTY, WI



7/1/25
Michael Kober



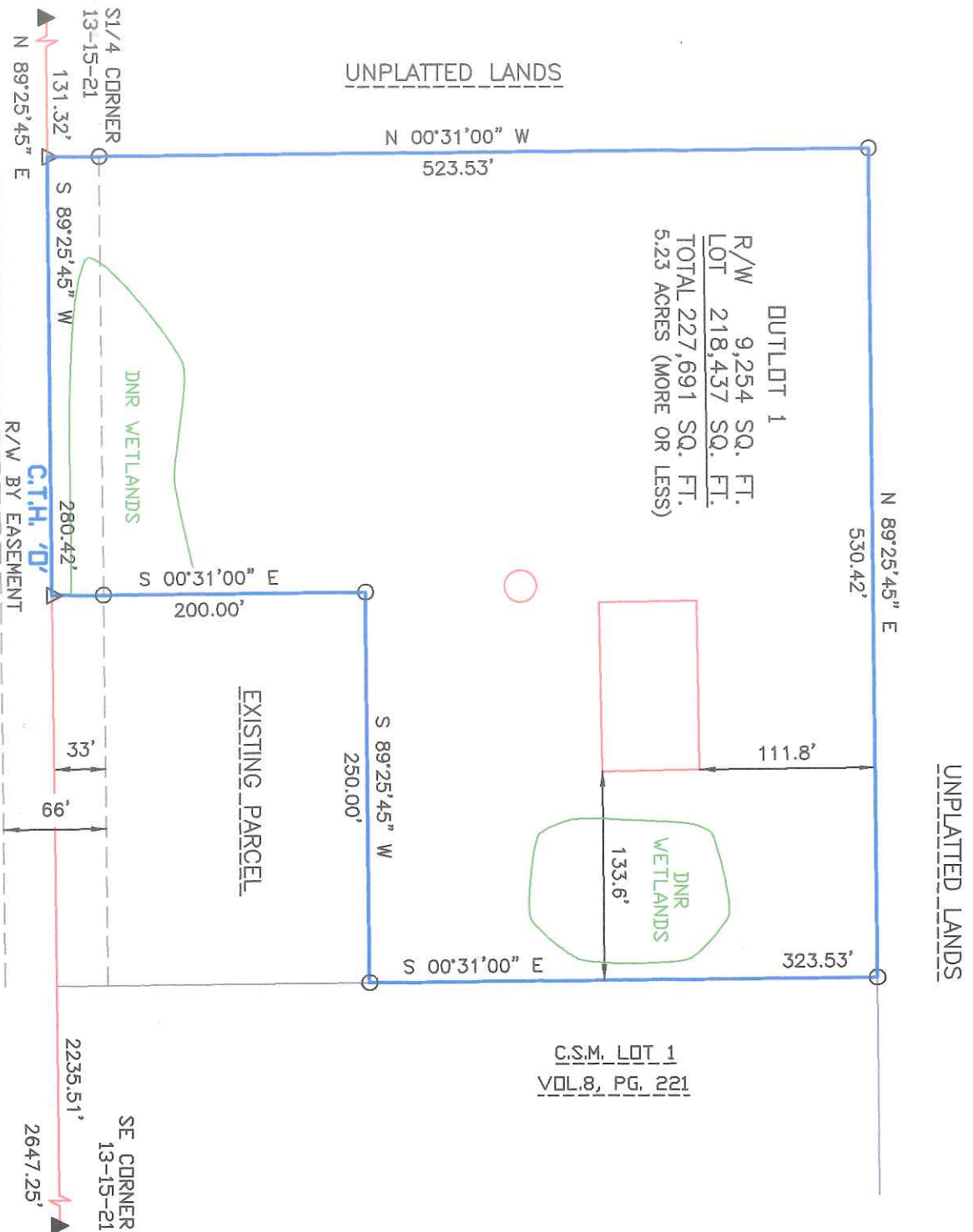
1 INCH = 100 FEET

BEARINGS ARE REFERENCED TO THE SOUTH LINE
OF THE SE1/4 OF SECTION 13-15-21 WHICH

BEARS: N 89°25'45" E

LEGEND:

- ▲ PK NAIL FOUND
- △ PK NAIL SET
- 1" X 18" IRON PIPE SET
- WEIGHING 11.3 LBS./L.F.



An acceptable soil test has not been completed upon Outlot 1. Because of this, it is deemed an outlot. Outlot 1 is considered unbuildable by Sheboygan County Planning and Conservation Department. If a soil test is received which depicts an area suitable for a private onsite wastewater treatment system and appropriate road frontage is obtained, then the outlot will be reclassified as a lot and considered buildable.

CERTIFIED SURVEY MAP
PART OF THE SW1/4 OF THE SE1/4, SECTION 13,
TOWN 15 NORTH, RANGE 21 EAST, TOWN OF
PLYMOUTH, SHEBOYGAN COUNTY, WI.

SURVEYOR'S CERTIFICATE:

I Michael L. Kober, professional land surveyor, hereby certify that in full compliance with provisions of Chapter 236.34 of the Wisconsin Statutes and the subdivision regulations of the Town Plymouth, Sheboygan County, Wisconsin, and under the direction of Wade Kleinhans, as trustee of the Kleinhans Trust, owners of said land, I have surveyed, divided and mapped a part of the SW1/4 of the SE1/4, Section 13, Town 15 North, Range 21 East, Town of Plymouth, Sheboygan County, Wisconsin, that such plat correctly represents all exterior boundaries of the land surveyed, containing 227.691 square feet (5.23 acres) of land more or less and more particularly described as follows:

Commence at the S1/4 Corner of said Section 13; thence North 89°25'45" East, 131.32 feet along the southerly line of the SE1/4 of said Section 13 to the point of beginning; thence North 00°31'00" West, 523.53 feet; thence North 89°25'45" East, 530.42 feet to the NW Corner of Lot 1 of a Certified Survey Map as recorded in volume 8 at page 221; thence South 00°31'00" East, 323.53 feet along the westerly line of said Lot 1; thence South 89°25'45" West, 250.00 feet; thence South 00°31'00" East, 200.00 feet to a point on the southerly line of the SE1/4 of said Section 13; thence South 89°25'45" West, 280.42 feet along said southerly line to the point of beginning.

Parcel subject to all easements of record.

Dated this 1st day of July, 2025



Michael L. Kober S-2474
W6200 Hiltop Road
Plymouth, Wisconsin 53073
(920) 892-4441



CERTIFIED SURVEY MAP
PART OF THE SW1/4 OF THE SE1/4, SECTION 13,
TOWN 15 NORTH, RANGE 21 EAST, TOWN OF
PLYMOUTH, SHEBOYGAN COUNTY, WI.

OWNER'S CERTIFICATE:

We hereby certify that we caused the land described on this plat to be surveyed, divided, and mapped as represented on the plat. We also certify that this plat is required by s236.10 or s236.12 to be submitted to the following for approval or objection:

Town of Sheboygan Falls, Sheboygan County, Wisconsin
City of Plymouth, Sheboygan County, Wisconsin
Sheboygan County Planning and Resources Department

Wade Kleinhans
(Trustee, Kleinhans Trust)

Gail Kleinhans
(Trustee, Kleinhans Trust)

TOWN BOARD APPROVAL:

This Certified Survey Map has been reviewed and approved by the Town Board of the Town of Plymouth, Sheboygan County, Wisconsin.

Date 7-1-25

Claren Trueschle Town Chairman

Date 7/1/25

Debra Schumel Town Clerk

CITY COUNCIL APPROVAL:

This Certified Survey Map has been reviewed and approved by the Common Council of the City of Plymouth, Sheboygan County, Wisconsin.

Date _____

Mayor

Date _____

Clerk/Secretary

COUNTY PLANNING AND CONSERVATION DEPARTMENT APPROVAL:

Resolve, that the Certified Survey Map of part of the SW1/4 of the SE1/4, Section 13, Town 15 North, Range 21 East, Town of Plymouth, Sheboygan County, Wisconsin, Wade and Gail Kleinhans Trustees of the Kleinhans Trust, owners, is hereby approved by the Sheboygan County Planning and Resources Department.

Dated _____

Approved _____



7/1/25
Michael Kober



DATE: July 29, 2025

TO: Mayor and Common Council,

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: Approval of Interim Market Update with Associated Appraisal Consultants

Background:

Staff is recommending moving forward with a contract with Associated Appraisal Consultants, Inc. to complete an Interim Market Update in 2026 at a cost of \$58,500. A full property revaluation was conducted in September 2022. Per Associated Appraisals, for the 2025-2026 tax collection year, property values are estimated to be assessed at approximately 71% of actual market value. 70.05(5), Wis. Stats., requires each municipality to assess property within ten percent of full value at least once every five years. A revaluation process can also be done annually, or periodically as deemed necessary to best serve the public interest.

An Interim Market Update is a process where the Assessor reviews current property values within the City to ensure they align with recent market conditions and restore the assessment ratio to 100%. This is typically done to reflect shifts in the local real estate market that may have occurred since the last full revaluation. The Department of Revenue (DOR) allows an Interim Market Update (IMU) in certain circumstances, specifically when property records are reliable, a full revaluation has been completed within the past five years, and the assessment level shows an unacceptable degree of variance in some neighborhoods or property classes. According to our current assessment firm, Plymouth meets these qualifications. An IMU helps ensure assessments remain accurate and equitable, and it extends the period before a more costly full revaluation becomes necessary as the time period extends and assessment uniformity declines.

With the creation of several new Tax Increment Districts (TIDs), it is especially important that assessments closely reflect market values. If the City's assessment ratio remains significantly below equalized value, it can skew the Department of Revenue's certification of incremental values within the TIDs. This may result in inaccurate tax increment calculations, leading to over- or underfunding of TIDs.

During the update, assessors will only visit properties with recent permits, sales, or other specific changes requiring review. Most properties will not be physically inspected. Instead, the assessor will rely on recent market data and existing property records to determine updated values.

It's important to note that an increase in assessed value does not automatically result in a tax increase. If all properties increase proportionally and no new taxes are levied, the share of taxes for individual properties remains the same. Public outreach materials will be provided to emphasize that revaluations and interim updates are revenue-neutral and are intended to fairly distribute the tax burden, not increase it.

Pending Council approval, the City would move forward with the project in 2026. Approving the contract now will allow the work to begin earlier in the year, which better aligns with the 2027 budget cycle.

Recommendation: Approve of Interim Market Update with Associated Appraisal Consultants

Attachments:

- Interim Market Update Agreement

**ADDENDUM A
ADDITIONAL SCOPE OF SERVICES**

This Addendum A is now attached to and incorporated into the 2022-2026 Contract for Maintenance Assessment Services made by and between the **City of Plymouth, Sheboygan County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

INTERIM MARKET UPDATE REVALUATION

- I. **SCOPE OF SERVICES.** Assessor shall perform one interim market update revaluation during the 2026 assessment year of all taxable real estate during this additional scope of services agreement.
- II. **DURATION.** Assessor shall complete all work on or before October 30th of the assessment year in which the interim market update revaluation services are conducted. If unforeseen circumstances delay the completion of work, the parties agree to cooperate in good faith to reach an agreement on an extension of time.
- III. **COST OF SERVICES**
This additional scope of services agreement runs simultaneously with the 2022-2026 Contract for Maintenance Assessment Services. The Municipality shall pay the Assessor an additional Fifty-Eight Thousand Five Hundred Dollars (\$58,500.00) for the interim market update revaluation assessment year. Municipality shall be responsible for all costs associated with postage and mailing services during the revaluation assessment year.
 - A. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review during the revaluation year.

SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

06/08/2025

Date

Authorized Signature
City of Plymouth

Date