

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, OCTOBER 28, 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, October 14, 2025**
 - B. Approve City and Utility Reports:**
 - I. Electric, Water and Sewer Sales Report – September 2025**
 - II. Utility Related Write Offs for October 2025 - \$.20**
 - C. Minutes acknowledged for filing —Committee of the Whole: September 9**
 - D. 2025 Sheboygan County Fair After Action Report**
 - E. Approve Sheboygan County Sheriff's Department Annual Joint Powers Agreement 2026**
- 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. Proclamation:**
 - A. Recognition of Nathaniel Goldmann for the Gold Medal of Achievement in Royal Rangers – Don Pohlman**
- 7. Public Hearing followed by Discussion and Action:**
 - A. Ordinance No. 16 An Ordinance Amending Section 13-1-192(c) of the Zoning Code, City of Plymouth, Wisconsin Regarding Notices for Zoning Code/Maps Amendment Applications - Jack Johnston, Assistant City Administrator / Community Development Director**
- 8. New Business:**
 - A. Presentation and Annual Update from Generations**
 - B. Discussion and Possible Action on Electric Facility Needs Study – Ryan Roehrborn, Electric Operations Manager**
- 9. Adjourn to 7:00 PM on Tuesday, November 11, 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, OCTOBER 14, 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: Angie Matzdorf, Jeff Tauscheck, Diane Gilson, Dana Haucke, Mike Penkwitz, John Binder, and Kevin Sande. Also present: City Administrator/Utilities Manager Tim Blakeslee, Assistant Administrator/Community Development Director Jack Johnston, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Deputy Chief Matt Starker, Director of Public Works Cathy Austin, Electrical Operation Manager Ryan Roehrborn, HR Specialist Leah Federwisch, 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 Binder/Tauscheck to approve the consent agenda removing Community Television for further discussion. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, September 23, 2025**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 09/01/2025 – 09/30/2025**
 - C. **Minutes acknowledged for filing — Plan Commission: September 4 - Library Board: September 8 – Community Television: September 8 – Finance & Personnel Committee: September 30 - Housing Authority: October 8**
 - D. **Building Report for September 2025 – 43 Permits at \$1,779,341**
 - E. **Approval to Allow Alcohol During Downtown Cauldron Crawl on October 18**
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. None
5. **Items removed from Consent Agenda:** Binder brought attention to the Community TV minutes and a new series the Community Television is doing called “The Way It Was”. Binder asked to add it to the City Newsletter. Motion was made by Binder/Penkowitz to acknowledge the Community Television minutes. Upon the call of the roll, all voted aye. Motion carried.
6. **Ordinance:**
 - A. **No 15. An Ordinance Annexing Territory from the Town of Plymouth to the City of Plymouth Pursuant to Wis. Stat. 66.0217 (2) Parcel #59016222380, 59016222373, 59016222390, 59016222404 –** Blakeslee explained the Plymouth Industrial Development Corporation (PIDC) owns parcels 59016222380, 59016222373, 59016222390, and 59016222404 located south of highway 67. In August 2025 PIDC filed a petition to annex the

parcels into the City of Plymouth. The DOA determined that the proposed annexation is in the public interest. Motion was made by Penkwitz/Tauscheck to approve Ordinance 15. Upon the call of the roll, Penkwitz, Binder, Matzdorf, Haucke, Gilson and Tauscheck voted aye; Sande voted no. Motion carried.

7. New Business:

- A. Discussion and Possible Approval of bid for Plymouth Utilities Storage Building with Elite Builders** – City Administrator/Utilities Manager Blakeslee explained that for more than five years, Plymouth Utilities has planned for the construction of an indoor storage facility to house utility equipment. The 2025 budget included \$200,000 in the Utility Capital Improvement Plan to begin the planning, design, and preparation for the Plymouth Utilities Storage Building. A request for bids was released in September 2025, and the bid opening occurred on October 8. Motion was made by Tauscheck/Matzdorf to approve the bid from Elite Builders in an amount not to exceed \$1,614,918.56 for the construction of the Plymouth Utilities Storage Building. Upon the call of the roll, all voted aye. Motion carried.
- B. Discussion and Possible Action on 2025 Employee Handbook** – City Administrator/Utilities Manager Blakeslee explained that the handbook was last updated in 2013. Since then legal requirements have changed, human resources best practices have been updated, standard city practices have evolved, and the 2024 compensation and classification study has been completed outlining how employee benefits compare to other organizations. Motion was made by Tauscheck/Penkowitz to approve the 2025 Employee Handbook. Upon the call of the roll, all voted aye. Motion carried.
- C. Discussion and Possible Action on State Municipal Financial Agreement – Highway 67 (Connecting Highway)**– Director of Public Works Austin explained the WisDOT is planning potential resurfacing project on Highway 67 in 2032. The section of roadway between South River Boulevard and Mill Street is designated as a Connecting Highway. Under state law, municipalities are required to share in the cost of improvements to connecting highways. Motion was made by Tauscheck/Penkowitz to approve the State Municipal Financial Agreement with WisDOT for the design of the resurfacing project on STH 67. Upon the call of the roll, all voted aye. Motion carried.
- D. Discussion and Possible Action on Easement with Wisconsin Public Service Corporation West Stafford Street Parking Lot: Parcels 59271802560, 59271802540, 59271802530, 59271802520, and 59271803880** – Director of Public Works Austin explained that WPS is requesting a 12-foot-wide easement for the relocation of a gas line within the W. Stafford St. Parking Lot. In preparation for the planned City and Utility project scheduled for 2026, WPS needs to relocate the existing gas line. With the City's recent property acquisitions in this area, WPS is finalizing the easement documents to include all applicable parcels. Motion was made by Binder/Sande to approve the WPS easement request for the gas line relocation within the W. Stafford St. Parking Lot.
- E. Appoint Amy Odekirk to Board of Appeals to fill vacancy until 2026 Mayor Appoints / Council Confirms** – Mayor Pohlman appointed Amy

Odekirk to Board of Appeals. Motion was made Matzdorf/Tauscheck to confirm the appointment. Upon the call of the roll, all voted aye. Motion carried.

8. **Entertain a Motion to go into Closed Session for the following:** Motion was made by Tauscheck/Matzdorf to go into Closed Session. Upon the call of the roll, all voted aye. Motion carried.
Pursuant to Wis. Stat. 19.85 (1)(g) conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding- Claim from Woodas

AND

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

AND

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

9. **Entertain a Motion to go into Open Session:** Motion was made by Matzdorf/Tauscheck to go into Open Session. Upon the call of the roll, all voted aye. Motion carried.
10. **Discussion and Possible Action on Closed Session Item:** None
11. **Adjourn to 7:00 PM on Tuesday, October 28, 2025:** Motion was made Tauscheck/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

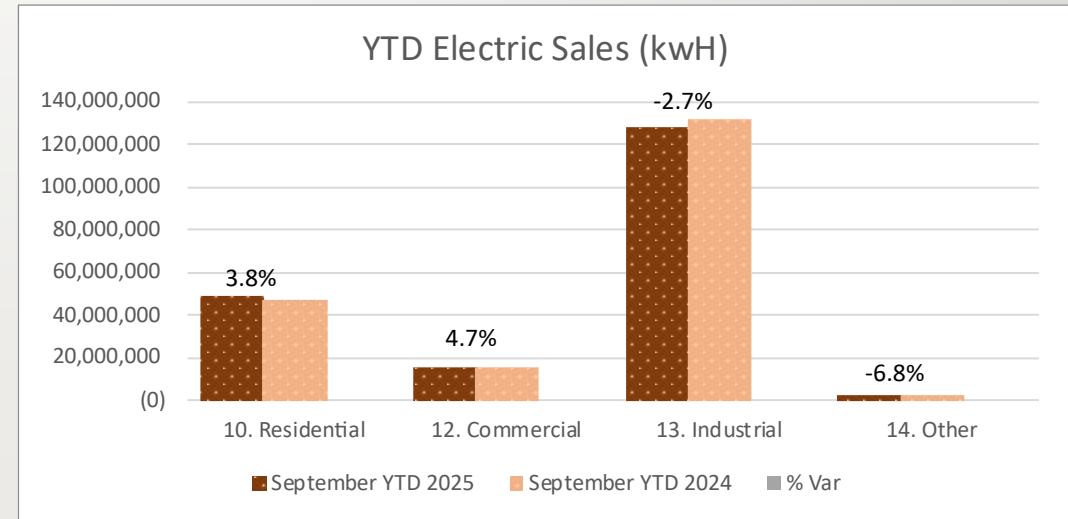
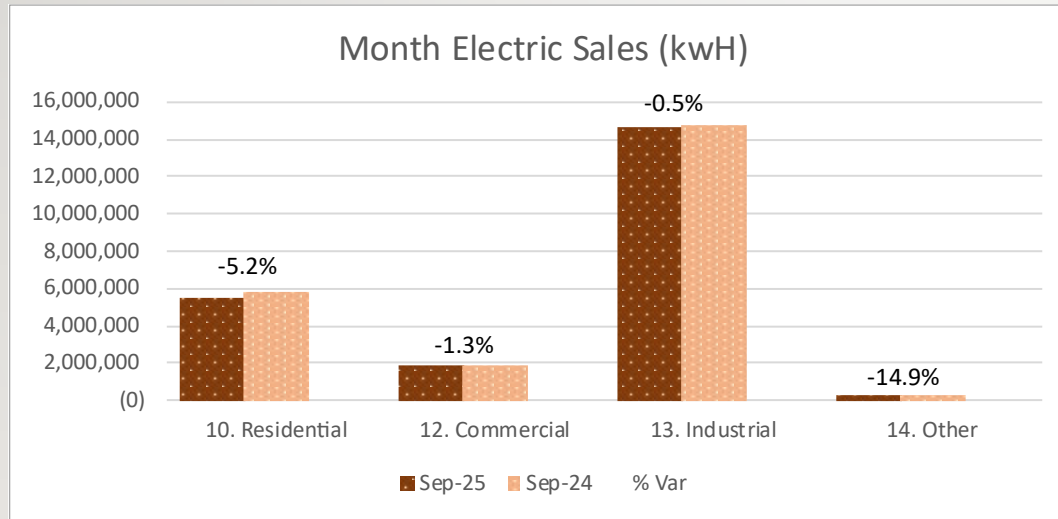


Plymouth Utilities

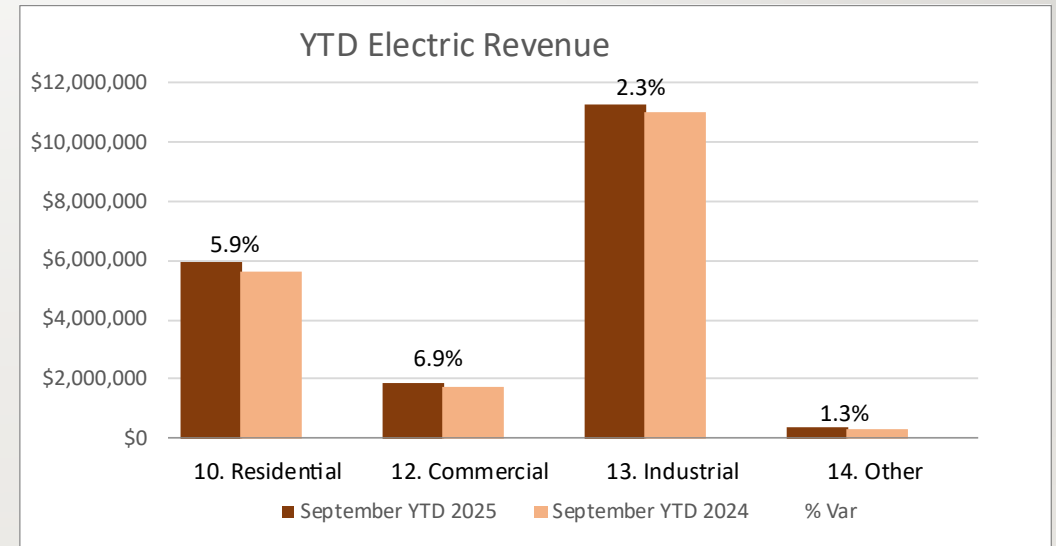
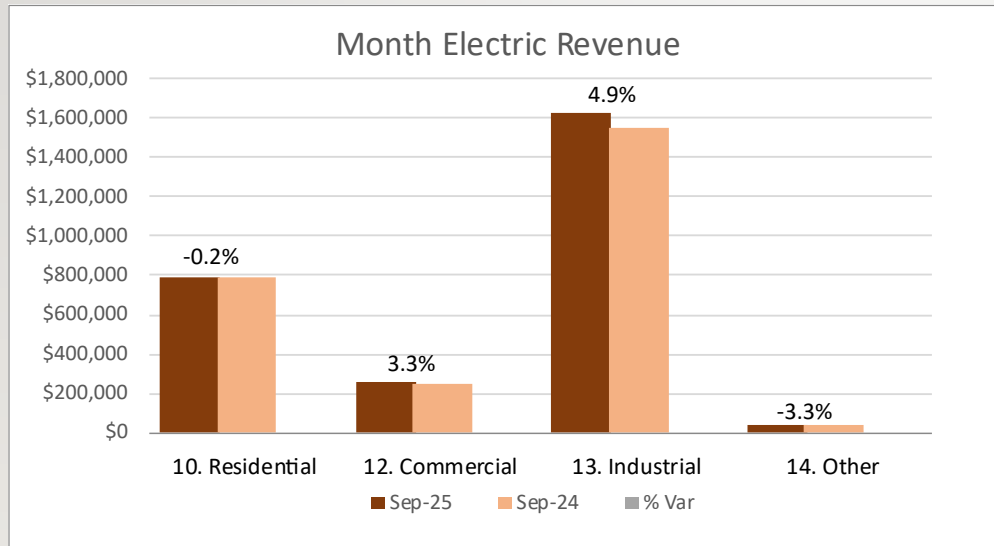
SEPTEMBER 2025

SALES & REVENUE

September 2025 Electric Sales

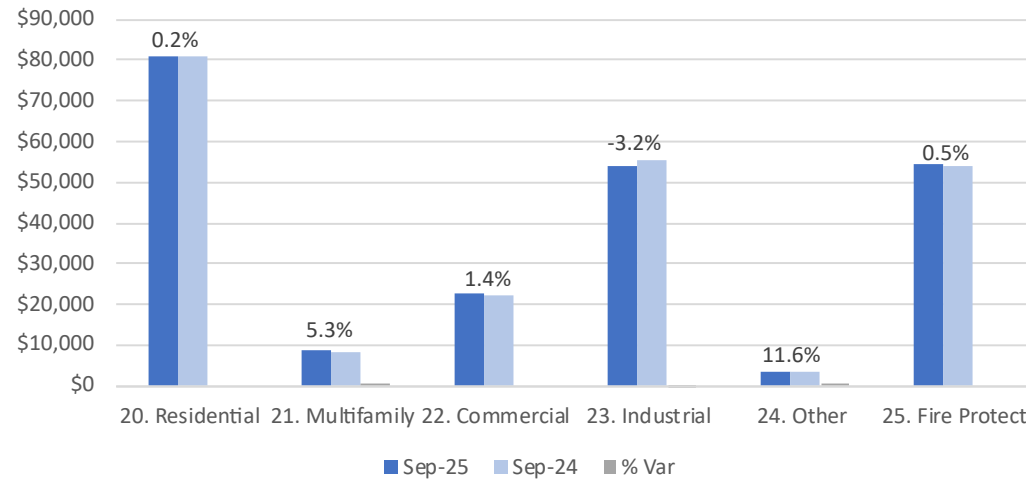


September 2025 Electric Revenue

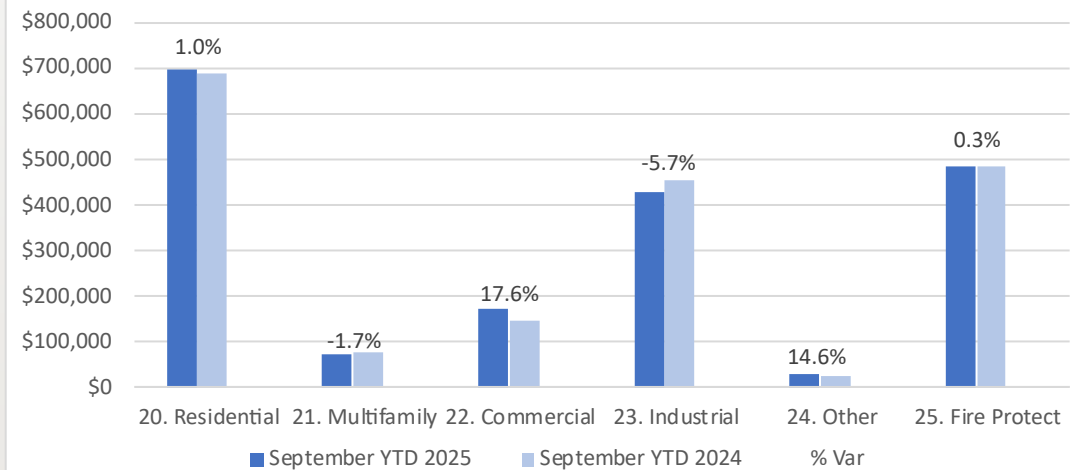


September 2025 Water Revenue

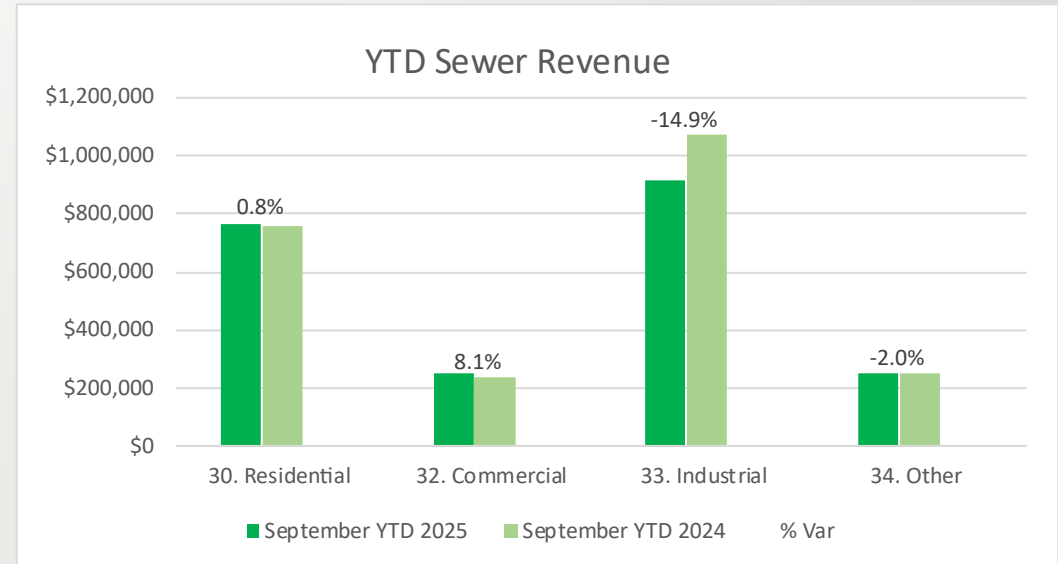
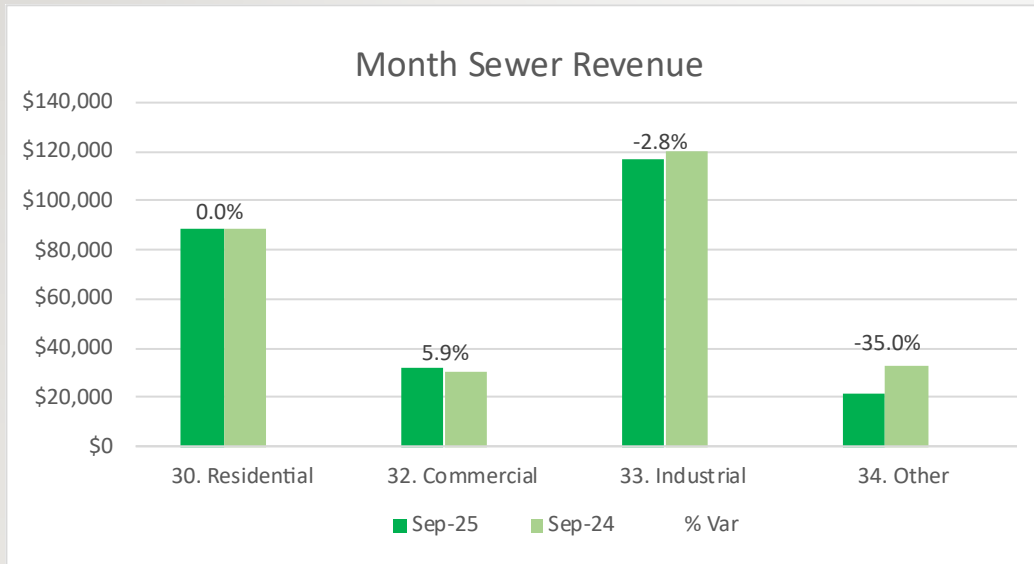
Month Water Revenue

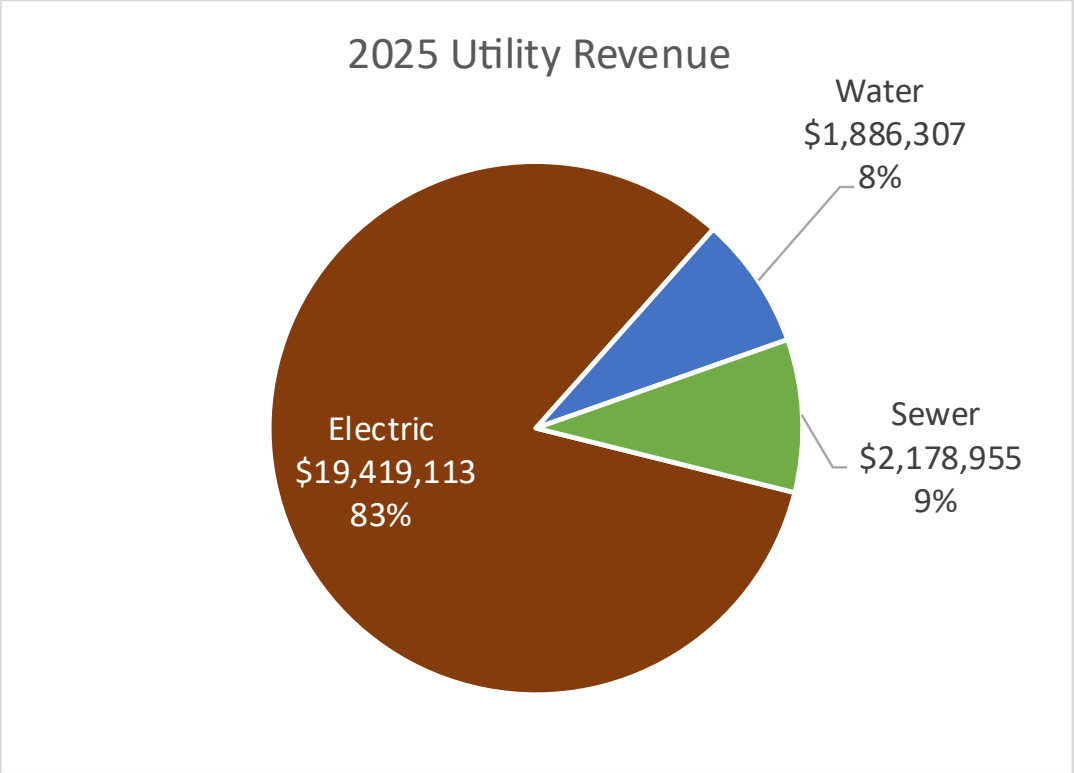


YTD Water Revenue



September 2025 Sewer Revenue





Report Criteria:
Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Check Number	Amount	Msg	Service
Write Off								
09/23/2025								
SCHMITZ, ANTHONY	10.87.72122.07	Write	1	WRITE OFF - IN HOUSE		.01-	M	PNL ELEC
Total 09/23/2025:						.01-		
10/20/2025								
MIDWEST REALTY MANA	6.87.00011.05	Write	1	WRITE-OFF PENALTY FEE		.04-	M	Multiple
Total 10/20/2025:						.04-		
10/21/2025								
DNR-KETTLE MORaine S	18.88.23903.10	Write	1	WRITE-OFF PENALTY FEE		.15-	M	PNL ELEC
Total 10/21/2025:						.15-		
Total Write Off:						.20-		
Grand Totals:						.20-		

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, OCTOBER 14, 2025 COMMITTEE OF THE WHOLE MEETING
6:15 PM, COUNCIL CHAMBERS, ROOM 302
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: Angie Matzdorf, Diane Gilson, Mike Pekwitz, John Binder, Jeff Tauscheck, Dana Haucke, and Kevin Sande. Also present: City Administrator/Utilities Manager Tim Blakeslee, Assistant Administrator/Community Development Director Jack Johnston, Police Chief Ken Ruggles, Deputy Chief Matt Starker, Director of Public Works Cathy Austin, Electrical Operation Manager Ryan Roehrborn, and City Clerk/Deputy Treasurer Anna Voigt.
2. **Approve the Minutes from September 9, 2025:** Motion was made by Tauscheck/Pekwitz to approve the minutes from September 9. A unanimous aye vote was cast. Motion carried.
3. **Discussion on Dog Park Donation from Plymouth Downtown Arts and Merchants:** Mary Christel, a member of the Plymouth Downtown Arts and Merchants (DAM), has expressed interest in spearheading a dog park beautification project at the existing dog park at Stayer Jr. Park. Christel presented the idea to the committee. The committee agreed for the DAM to proceed and bring something concrete back to committee.
4. **Discussion on Ski-Hill Project Update and Parking Request:** Joe Van Derven presented on the Ski Hill giving an update on the project status. Van Derven requested parking to the west of the driveway and the city lot at the end of W. Main St. Binder asked about the fence around the reservoir. Blakeslee stated the fence is currently around the reservoir. Sande stated that the walk from the parking lot to the hill is 1,000 ft. Matzdorf asked if the lease needed to be adjusted. Blakeslee stated staff would work with Attorney Fieber to adjust the agreement based on discussion tonight. Tauscheck asked about lighting. Van Derven stated there currently aren't any lights planned for the gravel parking lot. The committee agreed to go forward with the parking request.
5. **Adjourn:** Motion was made by Binder/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

2025 SHEBOYGAN COUNTY FAIR

AFTER-ACTION REPORT



SUBMITTED: 25th September 2025

PREPARED BY: CHIEF RUGGLES #700

The 2025 Sheboygan County Fair ran from Thursday, August 28th, 2025 through Monday, September 1st, 2025. This report is provided to give an overview of the operations of the Plymouth Police Department and associated entities during the event, our observations, and suggestions for improvement.

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STAFFING AND HOURS

As in the prior two years, assistance was requested from the Sheboygan County Sheriff's Department to provide additional manpower on Friday, Saturday and Sunday during the Sheboygan County Fair. This additional staffing was increased to 6 deputies each day from 4 the previous two years. Deputies worked from 6:00 P.M. to midnight each of those evenings. Wisconsin State Patrol also dedicated two Troopers to the Plymouth City area, although those units were not specifically assigned to the Fair. The Troopers purpose was to assist with traffic related calls on the adjacent highways and deter Operating While Intoxicated (OWI) violations.

Plymouth Police Officers

- Plymouth Police Department provides staffing to both the Sheboygan County Fair and patrol of the City of Plymouth throughout the entire Fair weekend.
- Officers are assigned to shifts at the Fair
- Many officers will work both Patrol and the Fair over the week.
- All schedules were adjusted this year to provide for one day off during the two-week pay period of the Fair. Officers were given the opportunity to work their scheduled day off for overtime, if they chose.
- Plymouth Police Officers worked **254 hours** of overtime related to the fair over the 5 days of the event. These hours are billed to the Fair Association at a predetermined rate of \$50.00 per hour.
- Records/Dispatch personnel from the Police Department staff the Fair Office during the event and provided **42 hours** of service. These hours are billed to the Fair Association at a predetermined rate of \$25.00 per hour.
- Hours for the Chief of Police and Deputy Chief are not billed to the fair. The Chief and Deputy Chief worked a combined **105 hours** at the Fair this year.

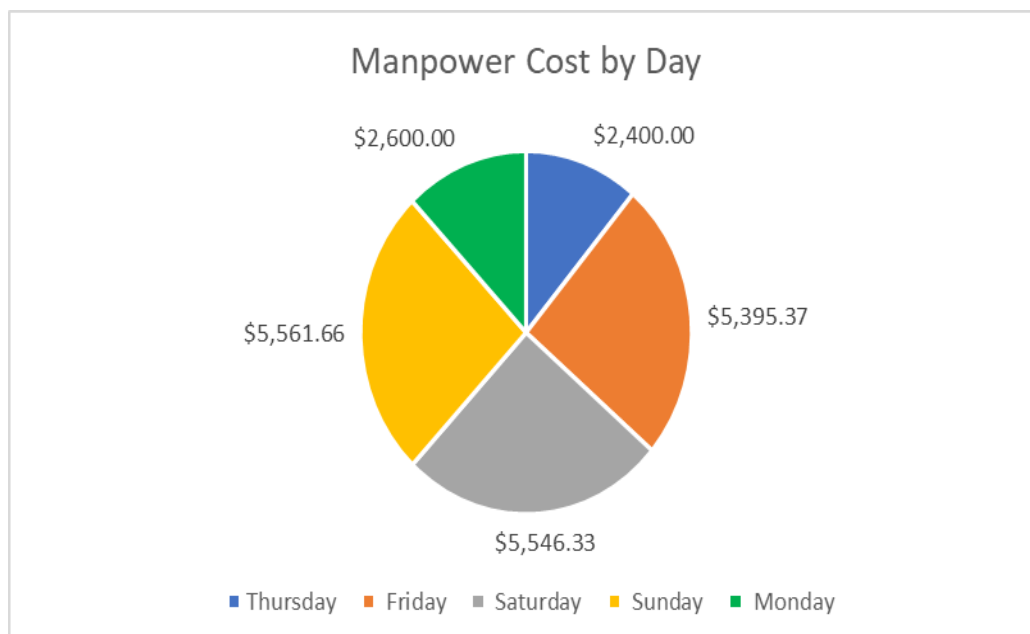
Sheboygan County Sheriff Deputies

- Sheboygan County Deputies worked a combined **108 hours** on Friday, Saturday, and Sunday.
- Sheboygan County billed the Fair Association directly for their services.

Wisconsin State Patrol Troopers

- The Wisconsin State Patrol assigns two troopers to the Plymouth area during the Sheboygan County Fair as a courtesy to the City of Plymouth.
- These troopers are not assigned to the event but work the highways surrounding the community.
- Troopers serve as a visible deterrence and assist with traffic complaints and crashes on the highways.
- Their time and hours are not reported to the City of Plymouth or the Fair Association.

Manpower Costs per Day	Thursday	Friday	Saturday	Sunday	Monday	Totals:
Plymouth Officers	\$2,200.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,400.00	\$12,700.00
Plymouth Command	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plymouth Records	\$200.00	\$200.00	\$250.00	\$200.00	\$200.00	\$1,050.00
Sheboygan County Sheriff	\$0.00	\$2,495.37	\$2,596.33	\$2,661.66	\$0.00	\$7,753.36



CALLS FOR SERVICE

Over the 5 days of the Fair, Plymouth Police units responded to 20 separate incidents on the Fairgrounds. A summary of those incidents follows:

DATE	TIME	NATURE OF INCIDENT	INCIDENT #
8/28/2025	1554	Parking complaint on Kensington	P25-08733
8/29/2025	1611	Parking in front of fire hydrant on Kensington	P25-08777
8/29/2025	1837	Accident in parking lot of Cedar Grove Warehouse	P25-08783
8/29/2025	2007	Triple parked vehicles in Fair parking lot	P25-08785
8/29/2025	2121	Found juvenile at Fair, reunited with father	P25-08787
8/29/2025	2230	Found wallet at Fair, owner contacted and picked up	P25-08788
8/30/2025	0125	Deaf person unable to contact ride from the Fair	P25-08792
8/30/2025	1725	Found juvenile at Gate 5, reunited with parent	P25-08814
8/30/2025	2036	Missing elderly man with dementia at Fair. Found.	P25-08824
8/30/2025	2040	Missing child in the Grandstands. Found.	P25-08825
8/30/2025	2100	Male fainted at concert on track.	P25-08828
8/30/2025	2114	Female having a seizure in the Grandstand	P25-08830
8/30/2025	2154	Female being followed by male in Midway. Resolved.	P25-08833
8/31/2025	2249	Male starting fights at concert. Underage and drinking. Cited and removed from Fair Grounds.	P25-08863*
8/31/2025	2310	Auto lockout at Fair.	P25-08865
9/1/2025	1223	Accident in parking lot of Fair Grounds	P25-08889
9/1/2025	1445	Suspected overdose near Midway. Medical emergency.	P25-08894
9/1/2025	1559	Intoxicated male assisted to friend's vehicle so they could leave.	P25-08899
9/1/2025	1634	EMS call for female bleeding from hand near Grandstands	P25-08902
9/1/2025	1651	EMS call for burns at the Lions stand	P25-08903

*Only one individual was arrested during the 2025 Fair. This individual was under the legal drinking age, consumed alcohol and was attempting to start a fight when officers encountered him. The individual was cited, released and warned not to return to the fair for the remainder of the weekend.

OBSERVATIONS

1. Near perfect weather continued through the Fair with attendance increasing throughout the weekend.
2. We obtained a radio from Viking Communications, West Allis, WI to assist with communication between the Fair staff and our Command Post.
3. All musical acts understood their contract times and ended their performances on-time.
4. The EMS trailer that replaced the tent was an improvement. Still lacks running water for sanitary procedures.
5. Sheriff's Department assistance provided good coverage of Fair grounds.
6. EMS expanded hours kept medics available through the evening hours.
7. On Saturday and Sunday at closing, we observed numerous people attempt to leave the Fair Grounds with open alcohol containers. This is a violation of the Fair's liquor license. We also observed numerous patrons purchase beer by the case. The patron then distributes beer to their friends within the crowd. This does not lend to proper age verification of those consuming alcohol.
8. The new traffic plan for closing the Fair on Monday worked very well.

RECOMMENDATIONS:

1. Continue to use the Sheriff's Department to supplement police staffing on the peak days/times of the Fair.
2. We recommend keeping the expanded EMS hours.
3. We recommend keeping the new traffic pattern for closing the Fair on Monday.
4. We recommend placing garbage cans near the exits of the Fair Grounds at closing time and having signage advising it is a violation of local ordinance to leave the fair with alcohol purchased within the fairgrounds.
5. We recommend no longer selling beer by the case within the fairgrounds. It is not reasonable to assume that the individual purchasing the beer is consuming it themselves and no identification of the other persons consuming the beer is made.

Overall, the 2025 Sheboygan County Fair was very successful. Pleasant weather persisted the entire weekend and allowed for an enjoyable experience. Violations were way down compared to previous years with only one arrest being made. The Plymouth Police Department looks forward to working with the Sheboygan County Fair Association in the future to provide an entertaining and family friendly event for the community.

SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT
OFFICE OF THE SHERIFF

Matthew A. Spence, Sheriff
Chad Broeren, Inspector

Phone: (920) 459-3112

FAX: (920) 459-4305

October 6, 2025

Dear Mayor, Chairman or President:

I have been made aware that every December the Sheboygan County Sheriff's Office completes Joint Powers Agreements for each City, Village and Town municipality.

Please sign the attached agreement and return a copy to me by December 15, 2025. The agreement has to be filed with the State of Wisconsin in January. If you would kindly put these on your agenda as soon as possible to ensure that we can file them on time.

Please email or mail the signed copy to:

Sheriff Matt Spence
Sheboygan County Sheriff's Department
525 North 6th Street
Sheboygan, WI 53081
matthew.spence@sheboygancounty.com

This year the copy is signed by me, so you can use this copy after you sign it.

Thank you for your time in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Spence', with a long horizontal flourish extending to the right.

Matthew Spence
Sheriff

**JOINT POWERS AGREEMENT
COUNTY 911 EMERGENCY SYSTEM**

WHEREAS, Sheboygan County and the municipalities located within the boundaries of Sheboygan County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35 (9), Wis. Stats., "Joint Powers Agreement," requires that in implementing a 911 system as has been done in Sheboygan County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Sheboygan County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Sheboygan County and the Town/City/Village of _____, "municipality," as follows:
(Name of Town, City, Village)

1. That effective January 1, 2026, this Agreement shall, thereafter, be applicable on a daily basis from said date through December 31, 2026.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Sheboygan County emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35(9)(c) Wis. Stats.

SHEBOYGAN COUNTY

By: _____

(Sheriff)

Date: 10-01-25

(participating agency)

(Town/City/Village)

By: _____

Chairman/Mayor/President

Date: _____

CITY OF PLYMOUTH PROCLAMATION

WHEREAS, Nathaniel has successfully completed the requirements for the Highly Honored Royal Ranger Gold Medal Achievement; it is the highest honor a Royal Ranger can earn; and

WHEREAS, the Royal Ranger program is an activity-based, small group church ministry for boys and young men in grades K-12; and

WHEREAS, Nathaniel has been an active member in Royal Ranger for more than 11 years; and

WHEREAS, Nathaniel has earned skill merits in outdoor activities, trades, science, arts, and sports; and

WHEREAS, Nathaniel's enthusiasm and skill, in cooperating with his fellow Rangers, served him well on acquiring his Gold Medal of Achievement; and

NOW, THEREFORE BE IT RESOLVED, that I, Donald O. Pohlman, Mayor of the City of Plymouth and on behalf of the City Council, congratulate Nathaniel for this outstanding achievement.

IN WITNESS THEREOF, I have set my hand and caused the seal of the City of Plymouth to be applied this 28th day of October 2025.

Donald O Pohlman, Mayor
City of Plymouth



DATE: October 20, 2025

TO: Mayor and Common Council

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

RE: **Ordinance No. 16 An Ordinance Amending Section 13-1-192(c) of the Zoning Code, City of Plymouth, Wisconsin Regarding Notices for Zoning Code/Maps Amendment Applications - Jack Johnston, Assistant City Administrator / Community Development Director**

Background:

In June 2021, the City Council passed a comprehensive update to the Section 13 of the City code, pertaining to the City's zoning regulations and processes. During this ordinance update, it appears as though the requirement to notice nearby property owners for amendments to the zoning map (rezoning petitions) may have been inadvertently removed from code. A class 2 newspaper notice is still required by code for this process, but a direct mailing to nearby property owners within a certain distance of the subject property is not currently required in the City code.

Staff feels as though adding back in a requirement to directly mail notices to property owners within a certain distance of a proposed rezoning is good and transparent governance. Similarly, this process is already required for other application petitions, like for conditional use permits (CUPs).

Draft Ordinance:

Staff has provided a draft ordinance to Attachment I for the Plan Commission to review. The ordinance has been reviewed and edited by the City Attorney. The updated language would require a direct mailing to nearby property owners within 100 feet of a proposed rezoning petition at least 10 days prior to the public hearing for the rezoning petition at the Common Council meeting. A class 2 notice in the newspaper is still required as part of this noticing process. The 100' distance mimics the existing distance requirements for conditional use permit applications.

Public Notice:

Any update to the zoning code requires a class 2 notice of the public hearing be published in the *Plymouth Review*, with the last notice posted at least 7 days before the hearing. The notice was published in the October 10th and October 17th issue.

Plan Commission Recommendation:

The Plan Commission reviewed the draft ordinance prepared by staff and the City Attorney at their meeting on October 2 and unanimously recommended approval of it.

Staff Recommendation:

Staff requests the Common Council hold a public hearing for the ordinance and then approve it as presented.

Attachments:

- I. Proposed Draft Ordinance

CITY OF PLYMOUTH, WISCONSIN

Ordinance No. __ of 2025

AN ORDINANCE AMENDING SECTION 13-1-192(c) OF THE ZONING CODE, CITY OF PLYMOUTH, WISCONSIN REGARDING NOTICES FOR ZONING CODE/MAPS AMENDMENT APPLICATIONS

WHEREAS, the Plan Commission has reviewed the herein ordinance and recommends adoption; and

WHEREAS, a Class 2 notice of public hearing on the herein proposed amendment, pursuant to Wis. Stat § 62.23, was published in the Plymouth Review and held before the Common Council; and

WHEREAS, the general welfare of the community is best served by amending the Zoning Code to require notice to landowners within 100 feet of a petition amend

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

Section 1. Amending Code. The following sections of the Municipal Code of the City of Plymouth is hereby amended to read as follows (deletions indicated by ~~strikeout~~; insertions by underline):

Sec. 13-1-192 Procedure for Changes or Amendments.

(c) *Hearings.*

(1) The common council, following receipt of recommendation of the plan commission, shall hold a public hearing upon each proposed change or amendment, giving notice of the time, place and the change or amendment proposed by publication of a class 2 notice, pursuant to Wis. Stats. ch. 985. At least ten days prior, written notice shall also be given to the clerk of any municipality within 1,000 feet of any land to be affected by the proposed change or amendment, and in the case of a request for rezoning to the owners of record of all land within 100 feet of any part of the subject property.

Section 2. 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 3. 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 dates indicated above.

Dated: _____, 2025

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: October 22, 2025

TO: Mayor and Common Council

FROM: Tim Blakeslee

RE: **Approval of Electric Systems Study**

Background:

The 2026 Draft Budget includes an Electric Systems Study with our contracted Electric Engineer, Forster Electric Engineering. Given recent and upcoming local developments, it is timely to establish a well-structured roadmap to ensure the electric system can continue to meet current and future needs efficiently. The last full study was conducted in 2016, these are typically updated every 5 to 10 years.

The study includes the following:

- Site visits to collect data and share findings
- Age and condition analysis of existing distribution equipment
- Contingency analysis, including transmission and distribution outage constraints
- Incorporation of updates to planned Capital Improvement Projects
- Budgetary estimates for additional recommended projects
- Formulation of a timeline for implementing recommended projects
- Additional recommendations to increase distribution reliability
- Delivery of a concise report detailing findings and recommendations

This request comes as next year's priorities are coming into view but the budget document is not yet finalized. The majority of the work and payment for services will occur in 2026, however the goal is to kick-off the project as soon as possible so upcoming electric line work can be accomplished based on study results. This project is funded via the Utility Fund balance and is slated to be a budgeted expense in 2026 and totals \$30,000.

Recommendation:

Approved the Electrical System Study with Forster Electrical Engineering.



FORSTER
ELECTRICAL ENGINEERING

Work Order

Work Order No. P05WO-001

In accordance with Section 1 of the Master Agreement for Professional Services between Plymouth Utilities (“Owner”) and Forster Electrical Engineering, Inc. (“Engineer”) dated August 6, 2024 (“Master Agreement”), Owner and Engineer agree as follows:

I. **Specific Project Data**

A. **Title:** Electrical System Study

B. **Description:** The Owner desires to have Forster Electrical Engineering perform an Electrical System Study. This study will provide recommendations and various solutions available to address constraints, improve system reliability, and best manage growth. The report will assist the Owner in planning and budgeting for future significant capital distribution plant investments.

II. **Services of Engineer:**

A. **In support of the Owner’s Project Goals, the Contracted Services of the Engineer will include the following work items:**

1. Site visits to collect data and share findings with the Owner if requested
2. Age and Condition Analysis of existing distribution equipment
3. Contingency Analysis, inclusive of transmission and distribution outage constraints
4. Incorporate updates to planned Capital Improvement Projects
5. Provide budgetary estimates for additional recommended projects
6. Formulate a timeline for implementation of recommended projects
7. Provide additional recommendations to increase distribution reliability
8. Delivery of a concise report that details findings and recommendations

B. **Additional Contracted Services.** There are no additional contracted services within this work order.

C. **Key Assumptions**

1. The Owner will allow site visits for the collection of required data
2. The Owner will provide relevant system maps or access to GIS databases
3. The Engineer and Owner will remain in contact to ensure the project remains on schedule.
4. Billing will occur monthly and should be paid within thirty days of receipt.

D. Work not Included by Engineer: Work recommended in the final report is not a part of this work order.

III. Owner's Responsibilities:

1. The Owner will fulfill their responsibilities in a timely manner.

IV. Designated Representatives:

The Owner shall appoint a primary contact who has approval authority for this project and will represent the Owner, coordinate all related activities for the Owner, and provide decision making on issues that may arise in the course of this engagement.

The Engineer shall appoint a primary contact who will be authorized to act on behalf of the Engineer regarding the Contracted Services, with whom the Owner may consult at all reasonable times, and whose instructions, requests and decisions shall be binding upon the Engineer as to matters pertaining to the Contracted Services.

Plymouth Utilities (Owner)
Primary contact: Timothy Blakeslee
Address: 128 Smith St.
Plymouth, WI 53073
Phone: 920.893.3745
Email: tblakeslee@plymouthwi.gov

Forster Electrical Engineering, Inc. (Engineer)
Primary contact: Jeremy Rasmussen
Address: 550 N. Burr Oak Avenue
Oregon, WI 53575
Phone: 608.835.9009
Email: jrasmussen@forstereng.com

V. Times for Performing Services:

Time shall be of the essence for each Contracted Services item to be performed by the Engineer.

VI. Payments to Engineer. Owner shall pay Engineer for services performed as follows:

- A. The estimated cost to perform the Contracted Services is **\$30,000**. This cost includes the services provided by the Engineer as described in Section 2.
Please note that this work order is valid for up to sixty (60) days from the effective date below.
- B. Invoices will be provided monthly to allow the Owner the ability to monitor the project's progress. The estimated time and material costs are based on the Engineer's current billing rates.
- C. Unless otherwise provided in this Work Order, services provided by the Engineer will be billed at Engineer's then current billing rates. Rates are subject to increase from time to time upon notice.

VII. **Modifications to Master Agreement:**

There are no modifications to be made to the Master Agreement.

VIII. **Attachments:**

Billing Rates for 2025 Engineering Services

Terms and Conditions: Execution of this Work Order by Owner and Engineer shall make it subject to the terms and conditions of the Master Agreement, which Master Agreement is incorporated in this Work Order by this reference. Engineer is authorized to begin performance of Services upon its receipt of a copy of this Work Order signed by Owner.

Execution and delivery of this Work Order by exchange of electronically scanned and emailed copies bearing the manual signature or electronic signature of a party shall constitute a valid and binding signature. Delivery of this Work Order may be by electronic means such as e-mail or PDF which shall have the same effect as if delivered with original signatures.

The Effective Date of this Work Order is October 9, 2025.

OWNER:
PLYMOUTH UTILITIES

ENGINEER:
**FORSTER ELECTRICAL
ENGINEERING, INC.**

By: Tim Blakeslee
Title: City Administrator/Utilities Manager

By: _____
Title: _____



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

“Excellence in electrical distribution design since 1981”

Billing Rates for 2025 Engineering Services

<u>Engineering/Design Services</u>	<u>Rate</u>
Principal Engineer	\$220.00
Engineer 4	\$175.00
Engineer 3	\$150.00
Engineer 2	\$140.00
Engineer 1	\$120.00
Engineering Technician 4	\$150.00
Engineering Technician 3	\$140.00
Engineering Technician 2	\$120.00
Engineering Technician 1	\$105.00

<u>Drafting and Support Services</u>	
Cad Technician 3	\$110.00
Cad Technician 2	\$100.00
Cad Technician 1	\$90.00
Administrative Assistant	\$105.00

A 5% markup will be applied to subcontractor costs billed through Forster Electrical Engineering

Copies	\$0.15/sheet
Mileage automobile	Current IRS Standard Mileage
Postage/shipping	Rate Actual cost incurred
Plotted drawings	Actual cost incurred
Lodging/meals for projects requiring overnight stay	Actual cost incurred