

**CITY OF PLYMOUTH, WISCONSIN**  
**TUESDAY, FEBRUARY 24, 2026 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 (Alderpersons may request removal of item(s), or part thereof without debate or vote):**
  - A. Approve minutes of the meeting held Tuesday, February 10, 2026**
  - B. Approve City and Utility Reports:**
    - I. Electric, Water and Sewer Sales Report – January 2026**
    - II. Utility Related Write Offs for January 2026 - \$4,240.62**
  - C. Minutes acknowledged for filing – Police & Fire Commission: February 3 – Housing Authority: February 4 – Public Works & Utilities: February 10 – Committee of the Whole: February 10**
  - D. Approve Room Tax Permit for Vibrant Victorian, at 126 E Main St.**
  - E. Approve Application for Event / Street Use Permit from Jesse Schneider (City Club) for the Annual Irishman's Walk on Tuesday, March 17, 2026 from 11:00 AM – 11:30 AM. Route Starts at 1610 Eastern Ave and Ends at 228 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.**
- 5. Items removed from Consent Agenda:**
- 6. Public Hearing followed by Discussion and Action:**
  - A. Consideration of Application for a “Class B” Liquor License and Class “B” Beer License for Semper Fi Saloon, at 202 Elizabeth St. – Ken Ruggles, Police Chief**
- 7. Resolution:**
  - A. No. 4 Promotion of Food Waste Composting – Tim Blakeslee, City Administrator/Utilities Manager**
  - B. No. 5 Approval of Changes to the City of Plymouth Functional Classification System – Cathy Austin, Director of Public Works**
- 8. New Business:**
  - A. Discussion and Possible Action on Well 9 Proposal from Kapur– Tim Blakeslee, City Administrator/Utilities Manager**

**9.       Adjourn to 7:00 PM on Tuesday, March 10, 2026**

**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, FEBRUARY 10, 2026 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, Dave Herrmann, and Kevin Sande. Also present: City Administrator/Utilities Tim Blakeslee, Assistant Administrator/Community Development Director Jack Johnson, City Attorney Crystal Fieber, Deputy Chief Matt Starker, Director of Public Works Cathy Austin, and City Treasurer/Deputy Clerk Paul Seymour.
2. **Pledge of Allegiance.**
3. **Approval of the Consent Agenda (Alderpersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Tauscheck/Sande to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meeting held Tuesday, January 27, 2026**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 01/01/2026 – 01/31/2026**
    - C. **Minutes acknowledged for filing —Library Board: January 5 - Police & Fire Commission: January 12– Committee of the Whole: January 27**
    - D. **Building Report for January 2026 – 14 Permits at \$576,666**
    - E. **Approve Application for Event: Plymouth Maple Festival – to be held April 11, 2026 from 9:00 AM – 1:00 PM. Request Park Shelter Fee be waived.**
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. **Resolution:**
  - A. **No. 2 Resolution Consideration and Possible Action on a “Resolution Creating Tax Incremental District No. 9, Approving its Project Plan and Establishing its Boundaries.” – Tim Blakeslee, City Administrator/Utilities Manager** – Blakeslee and Kayla Thorpe from Ehlers briefed the council on the creation of TID 9. Motion was made by Matzdorf/Tauscheck to approve Resolution No. 2. Upon the call of the roll, all voted aye. Motion carried.  
  
**No. 3 Resolution Consideration and Possible Action on a “Resolution Creating Tax Incremental District No. 10, Approving its Project Plan and Establishing its Boundaries.” – Tim Blakeslee, City Administrator/Utilities Manager** - Blakeslee and Kayla Thorpe from Ehlers briefed the council on the creation of TID 10. Motion was made by

Hermann/Penkwick to approve Resolution No. 3. Upon the call of the roll, all voted aye. Motion carried.

**7. New Business:**

- A. Discussion and Possible Action on Sargent Development Agreement Approval – Tim Blakeslee, City Administrator/Utilities Manager –** Blakeslee detailed the process of coming to terms with Sargent on a Development Agreement as part of TID financing for TID 9. Motion was made by Binder/Matzdorf to approve the Sargent Development Agreement. Upon the call of the roll, all voted aye. Motion carried.
- B. Discussion and Possible Action on Extraterritorial Certified Survey Map (CSM) for; W5996 Sumac Road (Parcel Numbers 59016222311 and 59016222351) – Located on Sumac Road in the Town of Plymouth – Jack Johnston, Assistant City Administrator/Community Development Director** – Johnson briefed the council on the application for a CSM in the Town of Plymouth from the owner of two parcels who wish to make a single parcel. The Town of Plymouth has already approved. Motion was made by Matzdorf/Tauscheck to approve the Extraterritorial CSM. Upon the call of the roll, all voted aye. Motion carried.
- C. Discussion and Possible Approval of Purchase of AEDs from AED Superstore – Tim Blakeslee, City Administrator/Utilities Manager –** Blakeslee spoke on the need to replace AEDs in city buildings and police vehicles as well as purchasing new ones for the golf course and the aquatic center. Pricing was sought and AED Superstore was chosen as the vendor. Motion was made by Penkwick/Hermann to approve the purchase of AEDs from AED Superstore. Upon the call of the roll, all voted aye. Motion carried.
- D. Discussion and Possible Action on Wastewater Treatment Plan Facility Plan – Professional Service Agreement– Cathy Austin, Director of Public Works** - Austin spoke on the need for a 20-year look-ahead Wastewater Treatment Facility Plan. The last plan/study was done in the 1990s. Upon questioning, Austin confirmed that the study that was before the council was for facility needs only, not for a full-system study. Motion was made by Tauscheck/Haucke to approve the Professional Service Agreement. Upon the call of the roll, all voted aye. Motion carried.
- E. Discussion and Possible Action of Farmland Use Lease Agreements – Tim Blakeslee, City Administrator / Utilities Manager** – Blakeslee explained the ongoing nature of the Farmland Lease Agreements. Motion was made by Penkwick/Tauscheck to approve the renewal of the Farmland Lease Agreements. Upon the call of the roll, all voted aye. Motion carried.

**8. Adjourn to 7:00 PM on Tuesday, February 24, 2026:** Motion was made by Matzdorf/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

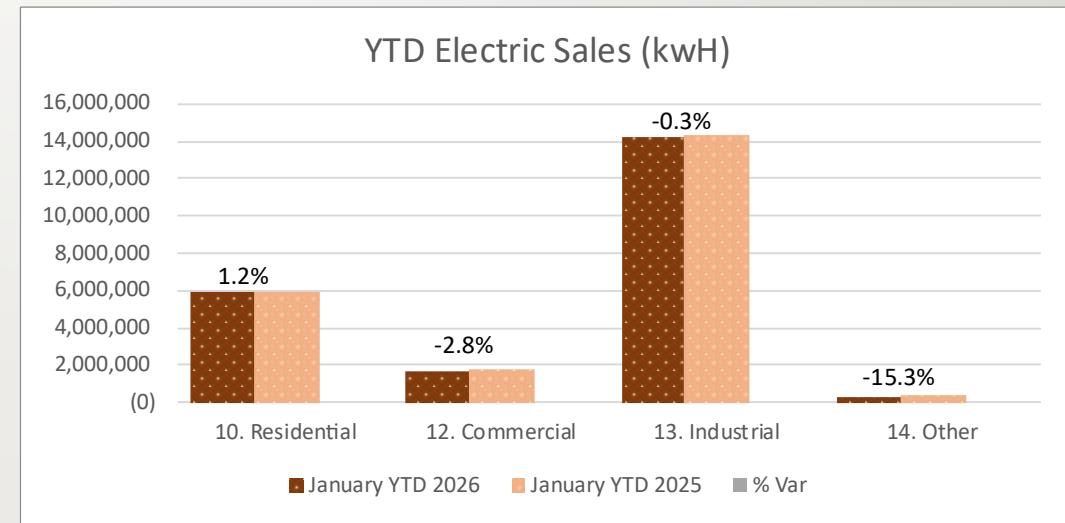
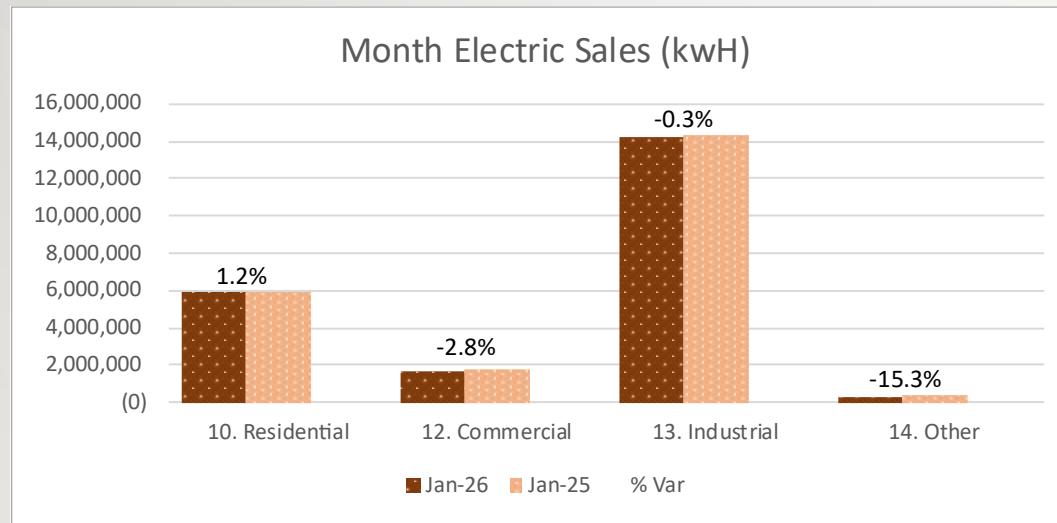


# Plymouth Utilities

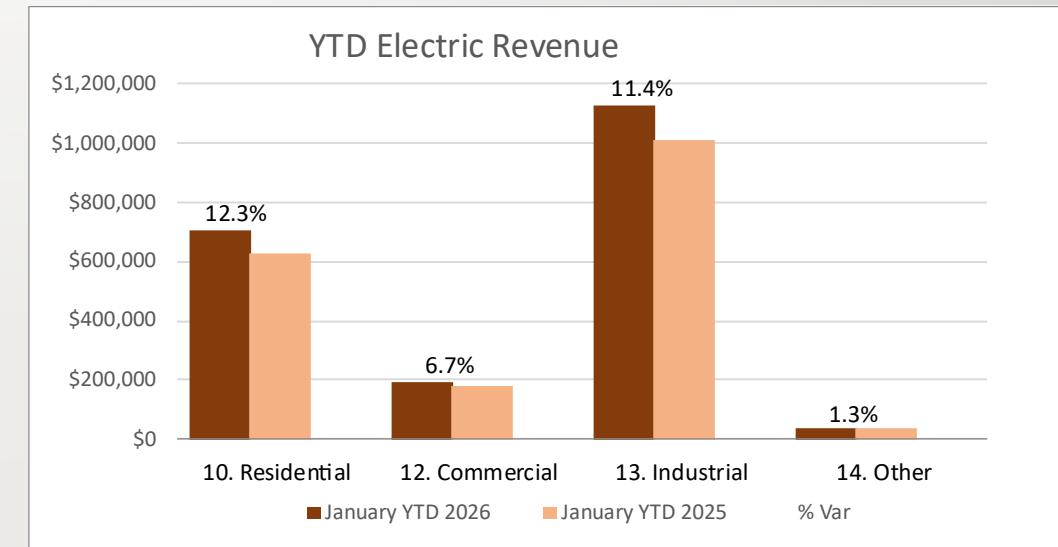
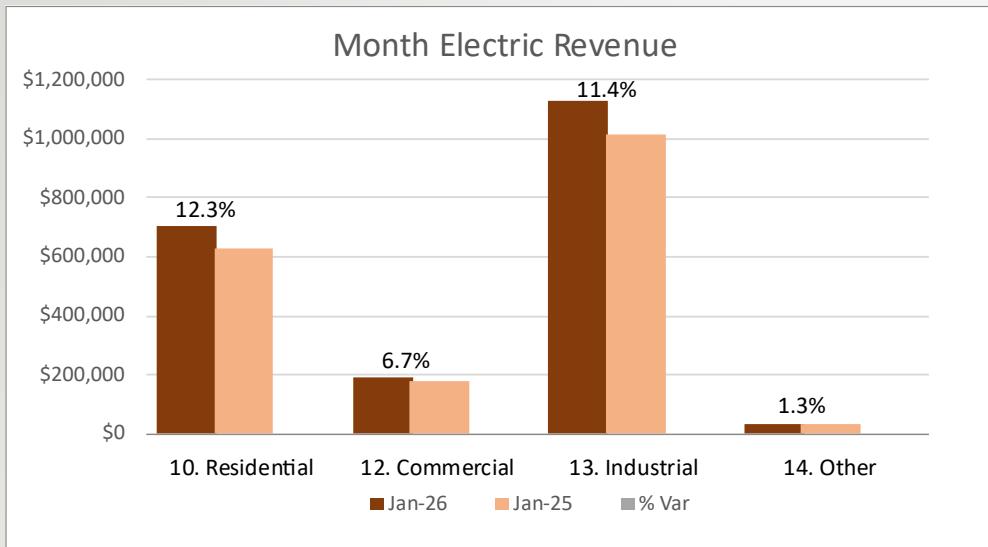
JANUARY 2026

SALES & REVENUE

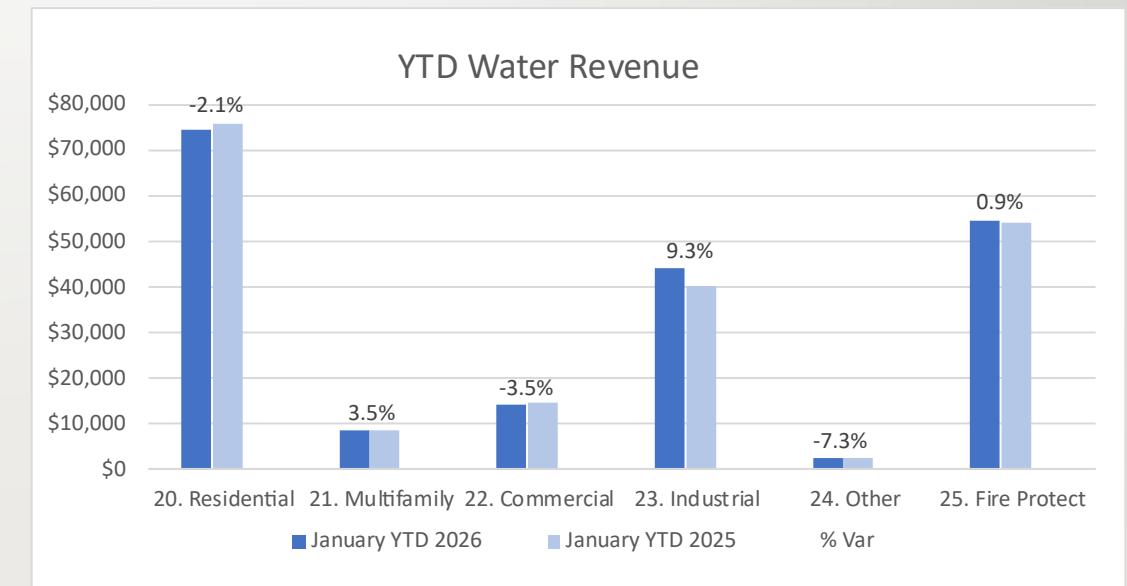
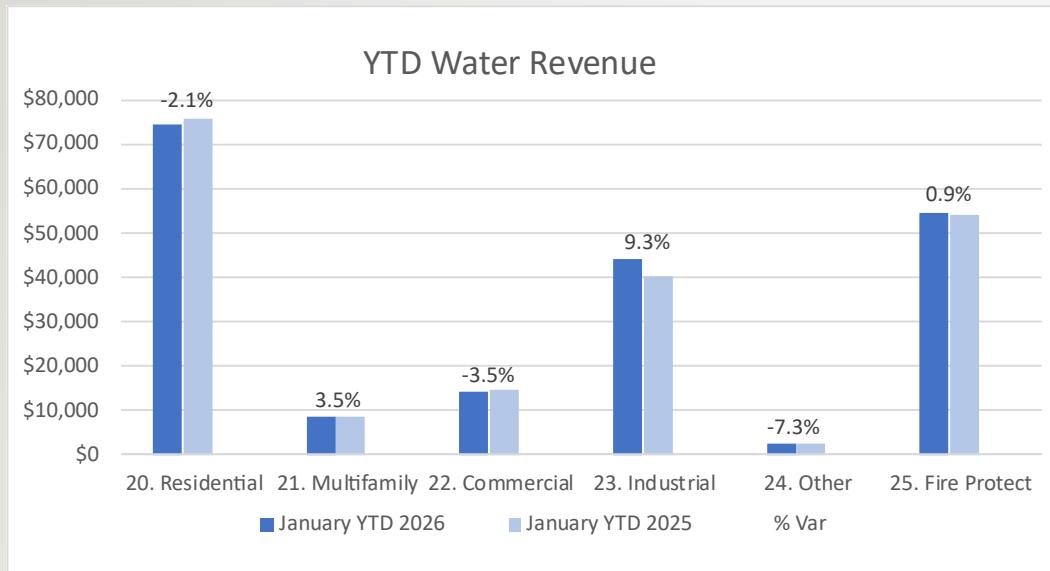
# January 2026 Electric Sales



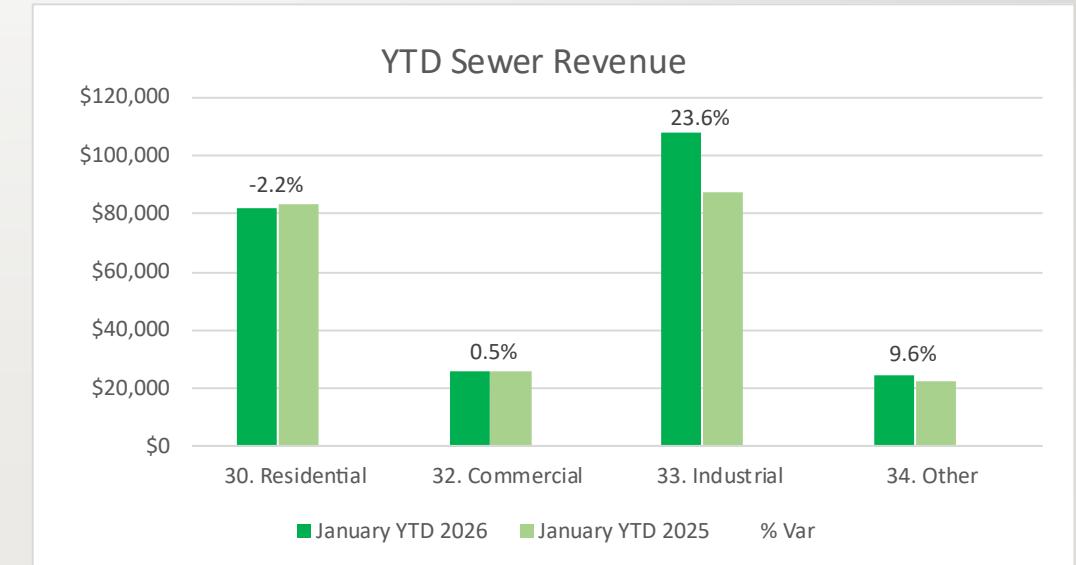
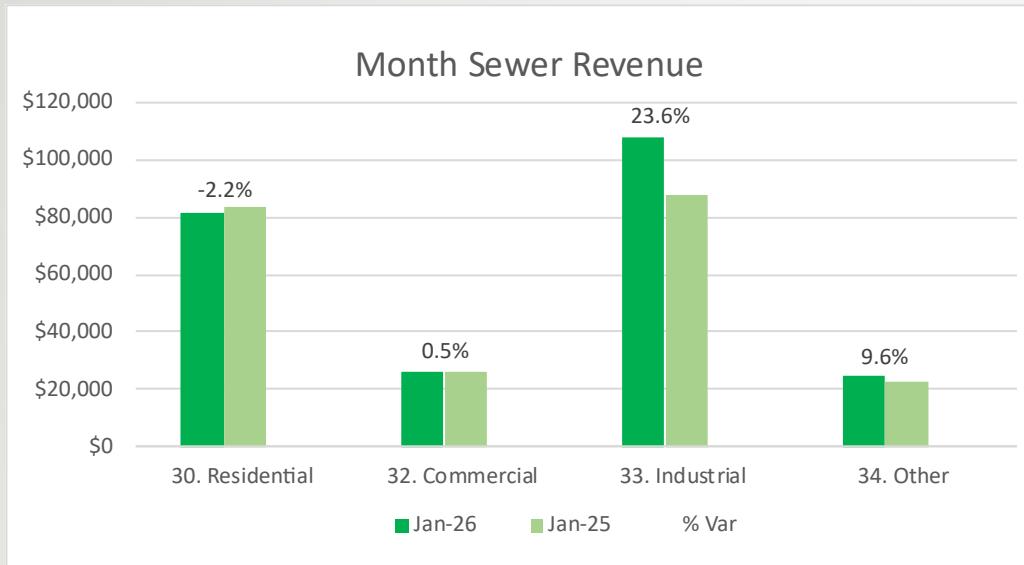
# January 2026 Electric Revenue

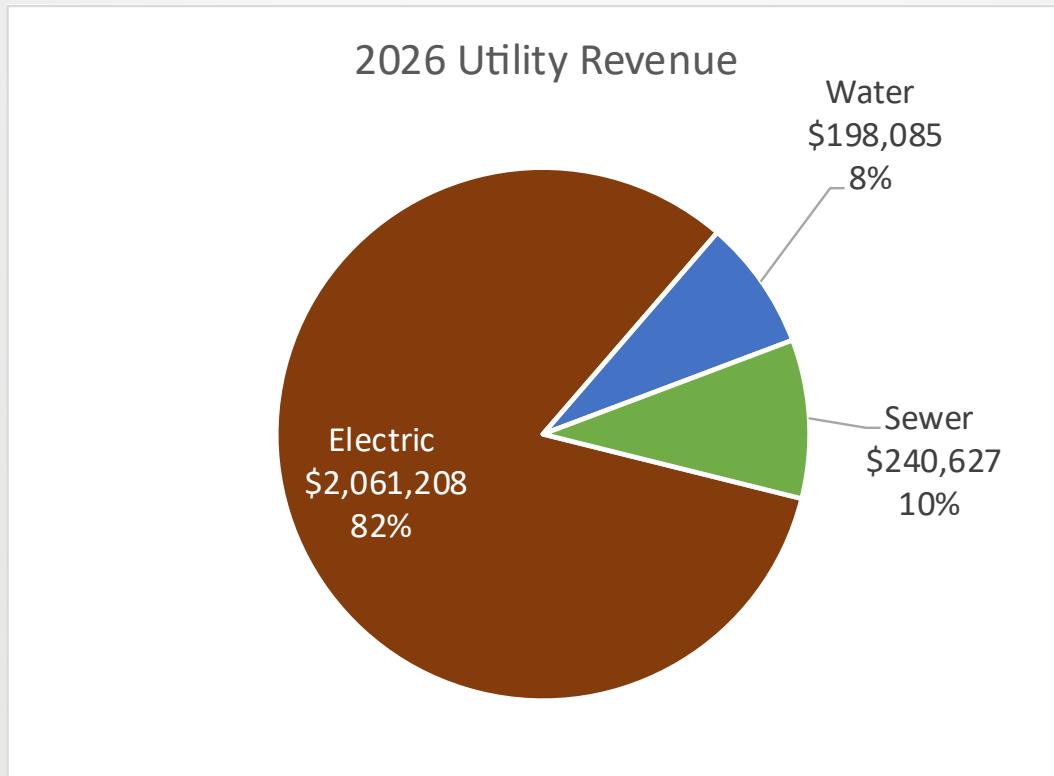


# January 2026 Water Revenue



# January 2026 Sewer Revenue





Report Criteria:

Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Check Number	Amount	Msg	Service
<b>Write Off</b>								
<b>01/12/2026</b>								
KROENKE, GABRIELLA	6.88.69680.24	Write	1	WRITE-OFF SDC		292.21-	M	Multiple
MCELLIGOTT, HEATHER	6.88.71050.22	Write	2	WRITE-OFF SDC		171.19-	M	Multiple
MIKULA, RACHEL	6.87.10045.16	Write	3	WRITE-OFF SDC		279.63-	M	Multiple
RIEMANN, JENNA	14.87.04980.24	Write	4	WRITE-OFF SDC		274.27-	M	Multiple
SALAAM, CRYSTLE	13.87.13096.20	Write	5	WRITE-OFF SDC		460.62-	M	Multiple
EVEN, HENRY	6.88.24584.07	Write	6	WRITE-OFF IN HOUSE - DECEASED		355.31-	M	Multiple
SCHULTZ, ANDREW	6.87.51304.18	Write	7	WRITE-OFF SDC		136.94-	M	Multiple
STEINBECK, TORY	6.88.71560.23	Write	8	WRITE-OFF SDC		331.57-	M	Multiple
TIBBS, TYLER	6.88.36121.15	Write	9	WRITE-OFF SDC		944.63-	M	Multiple
ZINTHEFER, LISA	6.88.80094.19	Write	10	Write-off		1.07-	M	Multiple
TAYLOR PROPERTIES LL	18.87.59806.05	Write	11	WRITE-OFF IN HOUSE -BANKRUPTCY		371.99-	M	Multiple
TAYLOR PROPERTIES LL	18.87.59615.14	Write	12	WRITE-OFF IN HOUSE -BANKRUPTCY		379.28-	M	Multiple
Total 01/12/2026:						<u>3,998.71-</u>		
<b>01/26/2026</b>								
WIGG, CHARLIE	12.88.34193.07	Write	1	Write-off		.42-	M	Multiple
PLYMOUTH MHP LLC	6.88.33267.13	Write	2	Write-off		.16-	M	Multiple
Total 01/26/2026:						<u>.58-</u>		
<b>01/29/2026</b>								
AMUNDSON, ESTATE OF	14.87.15551.02	Write	1	IN HOUSE WRITE OFF - DECEASED		240.48-	M	Multiple
Total 01/29/2026:						<u>240.48-</u>		
<b>01/30/2026</b>								
FARM CREST STORAGE L	5.88.43200.10	Write	1	Write-off		.85-	M	Multiple
Total 01/30/2026:						<u>.85-</u>		
<b>Total Write Off:</b>								
<b>Grand Totals:</b>						<u>4,240.62-</u>		
						<u>4,240.62-</u>		

City of Plymouth  
Police and Fire Commission Meeting  
Tuesday, February 3, 2026 @ 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, Gary Rooker, Tim Lemkuil, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker and Acting Co-Fire Chief Michael Birschbach.

Guest: Jess Wildes - Innovative Public Advisors (IPA) Representative.

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.

**Consideration and approval of minutes:**

A motion made by James Flanagan and seconded by Gary Rooker to approve the Police and Fire Commission meeting minutes of January 12, 2026. Motion carried.

**Entertain a motion to go into closed session – Fire Department Chief Hiring process.**

A motion by Tim Lemkuil and second by Warren Wieser to go into closed session. Motion carried.

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

A motion by Warren Wieser and second by James Flanagan to go into open session. Motion carried.

**Review of the appointment of an acting Fire Chief.**

President, Melcher asked for input and discussion. After discussion, commission members felt the Co-Acting Fire Chief organizational structure is working. Based upon that fact, the commission decided not to make an official appointment.

**Reports From Chiefs of Police and Fire Departments:**

**Police Chief Ken Ruggles:**

1 – Chief Ruggles reported on upcoming special events. i.e., Night to Shine 2/13/2026, and Chief Ruggles will be guest speaker St John Lutheran Church.

- 2 - Chief Ruggles updated commission members on the continued training of Police Department Personnel.
- 3 - Chief Ruggles updated commission members on his review of the draft for City of Plymouth staffing level referendum scheduled for later this year.
- 4 - Chief Ruggles updated commission members of the refurbishing of Police Department Office.
- 5 - Chief Ruggles reported a conditional offer of employment for a full time Police Office specialist to work in the office.
- 6 - Chief Ruggles will attend the Wisconsin Police Chief's Conference (March 8 - March 11, 2026).

**Acting Co-Fire Chief Michael Birschbach:**

- 1 - Acting Co-Fire Chief Birschbach reported some department personnel will participate in Night to Shine 2/13/2026.
- 2 - Acting Co-Chief Birschbach reported fire department have completed the required DNR Wildlife Certifications. This will allow the fire department to apply for grants.
- 4 - Acting Co-Fire Chief Birschbach updated commission members on training of Fire Department personnel.
- 5 - Acting Co-Chief Birschbach reported fire department personnel will provide emergency services to Plymouth Snow Rangers races this weekend.
- 6 - Acting Co-Chief Birschbach reported that Co-Chiefs, Birschbach, and Jason McCoy are moving forward with the fire department "points policy" defined in fire department handbook. The points policy requires a minimum attendance at fire department meetings. Acting Co-Chief Birschbach updated commission members on their efforts.
- 7 - Acting Co-Chief Birschbach updated commission members on the installation of a washer and dryer to clean bedding used by emergency services. This prevents contamination from fire department personnel clothing / blankets touching emergency services blankets
- 8 - Acting Co-Chief Birschbach reported the fire department will perform their inspection of Great Lakes Cheese new addition.

**Adjourn:**

President Melcher asked for a motion to adjourn.

Motion for adjournment at 9:42 A.M. by Warren Wieser and second by Tim Lemkuil.  
Motion carried.

Submitted on the Third of February 2026.

Warren Wieser--- Secretary

# THE HOUSING AUTHORITY OF THE CITY OF PLYMOUTH

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

## BOARD OF COMMISSIONERS

### REGULAR MONTHLY MEETING

#### GENERAL MEETING CALL TO ORDER:

The regular monthly meeting of the Board of Commissioners was called to order at 9:00am, February 4, 2026 by Chairperson Linda Opitz

Chairman:	Linda Opitz
Commissioner:	Dennis McMullen
Commissioner	Marsha Vollbrecht
Commissioner:	William McCreedy (Absent)
Commissioner	Mike Olig
Secretary:	Teresa Cruz

#### PROCEEDINGS

1. The minutes of the January 4<sup>th</sup>, 2026 meeting were read. After review of the minutes, a motion was made by Commissioner Vollbrecht and second by Commissioner Olig to approve the minutes. The motion was carried.
2. Recognition of tenant concerns:
  - a. Tenants assisting with snow removal have been recognized during the meeting.
  - b. Tenants request for one water barrel for garden was approved.
3. The January 2026, Income and Expense report was reviewed. A motion was made by Commissioner Olig and second by Commissioner McMullen to approve the financial report. The motion carried.
4. The January 2026 invoices were reviewed and discussed and questions were answered by the Executive Director. Commissioner McMullen moved that all invoices be paid with Commissioner Olig seconding the motion. The motion carried.

## **SECRETARY'S REPORT**

- A. Heating expenses have significantly increased. ED to work with Partners in Community Development to apply for weatherization program.
- B. Furnace replacement for building 1220 has been completed.
- C. Maintenance wage increase approved.

## **Old BUSINESS**

- A. Garbage room steps have been reconstructed
- B. Facility snow broom has been sold.

## **NEW BUSINESS**

- A. The **Resolution 373 Flat rent & electrical allowance** has been passed and accepted by Board Members.

There was no further business to come before the Commissioners of the Authority. A motion to adjourn at 10:10am by Commissioner Vollbrecht and seconded by Commissioner Olig. The motion carried.

The next scheduled regular meeting is March 4<sup>th</sup>.

Respectfully submitted,

Teresa Cruz

Executive Director

## MEETING AGENDA

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

TUESDAY, FEBRUARY 10, 2026 @ 6:15 PM

Plymouth City Hall  
Council Chambers  
Plymouth, WI 53073

Members Present:

Mayor Don Pohlman  
 John Binder  
 Dana Haucke  
 Dave Herrmann  
 Kevin Sande

Staff:

Anna Voigt  
 Tim Blakeslee

Other:

1. Call to Order & Roll Call: Acting Chairperson Mayor Pohlman called the meeting to order at 6:15 PM. On the call of the roll, the following members were present: Mayor Pohlman, David Herrmann, John Binder, Kevin Sande, and Dana Haucke. Others present were Alderperson Diane Gilson, Alderperson Jeff Tauscheck, Alderperson Mike Penkwitz, Alderperson Angie Matzdorf, Deputy Police Chief Matt Starker, Assistant Administrator/Community Development Director Jack Johnston, Director of Public Works Cathy Austin, City Administrator Tim Blakeslee, and City Treasurer/Deputy Clerk Paul Seymour.
2. Approval of February 27, 2025 Meeting Minutes: Motion was made by Binder/Herrmann to approve the minutes from February 27, 2025. A unanimous aye vote was cast. Motion carried.
3. Election of Committee Chair: Hermann nominated Binder as Chairperson. Binder confirmed that he would accept the position if selected. No other nominations were made. Motion was made for a unanimous ballot by Hermann/Haucke. Motion carried.
4. Parking Structure Report: Aaron Groh from Kapur Engineering presented his company's findings on the structural soundness of the Mill Street parking structure. He said that, overall, the structure was sound and that if basic repairs and upkeep were completed to address concrete cracking, the structure could last 50 plus years. The committee thanked Mr. Groh for his report. The matter was given to staff to proceed with pricing and planning.
5. City Park Update: Director Austin reported to the committee on the Parks Committee's desire to add pickleball courts to City Park. Concerns were raised about taking parking away from the park and about noise from the pickleball courts reaching the neighboring residences. Other locations were mentioned as possible sites for the new courts, including Meyers Nature Park. Austin said she would need to look into possible deed restrictions for Meyers Nature Park. She was directed to look at other sites throughout the city for the pickleball courts and the overall sentiment expressed by the Committee was to not take away parking for pickleball courts. No action was taken.
6. Adjournment: Motion was made by Penkwitz/Herrmann to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

**CITY OF PLYMOUTH, WISCONSIN**  
**TUESDAY, FEBRUARY 10, 2026 COMMITTEE OF THE WHOLE MEETING**  
**IMMEDIATELY AFTER PUBLIC WORKS & UTILITIES COMMITTEE MEETING,**  
**COUNCIL CHAMBERS, ROOM 302**  
**CITY HALL, 128 SMITH STREET**

**AGENDA**

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 Penkwitz, John Binder, Jeff Tauscheck, Dana Haucke, Dave Herrmann, and Kevin Sande. Also present: City Administrator/Utilities Tim Blakeslee, Assistant Administrator/Community Development Director Jack Johnson, Deputy Police Chief Matt Starker, Director of Public Works Cathy Austin, and City Treasurer/Deputy Clerk Paul Seymour.
2. **Approve the Minutes from January 27, 2026:** Motion was made by Matzdorf/Tauscheck to approve the minutes for January 27, 2026. A unanimous aye vote was cast. Motion carried.
3. **Discussion and Potential Recommendation on Composting Resolution – Alder.**  
**Binder:** Binder detailed his and the Plymouth Environmental Action Team's (PEAT) gratitude for the City to recognize their group's goals of educating the public about composting and for the writing of the resolution. There was discussion about what the City's role would be in the promotion of the resolution and the composting. The City would maintain a role as an educator without being a partner to the group. Motion was made by Binder/Tauscheck to advance the resolution as written to the next Common Council Meeting, February 24, 2026. Motion was made by Tauscheck/Herrmann to approve the minutes for November 25, 2025. Upon the call of the roll, the motion passed with a vote of 6-2, with Matzdorf and Penkwitz voting nay. Motion carried.
4. **Adjourn:** Motion was made by Sande/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

CITY OF PLYMOUTH, WISCONSIN  
APPLICATION FOR ROOM TAX PERMIT  
FEE - \$1.00

Date: 2.3.26

To the Mayor and Common Council of the City of Plymouth, Wisconsin:

The undersigned hereby applies for a Room Tax Permit as required by Chapter 3-5-3 (b) of the Municipal Code of the City of Plymouth, passed by the Common Council of the City of Plymouth, Wisconsin, on the 25th day of June, 1991.

Name of Establishment: VIBRANT VICTORIAN

Address: 126 E MAIN STREET PLYMOUTH WI 53073

Phone Number: 920.946.6465 JASON 920.980.5708 JESSICA

Email Address or Web Address: REDACTED CATALINAVRBO @ GMAIL.COM

Name, address, and phone number for the owner or manager who has full charge of the premises for which a permit is applied:

Owner/Manager: JESSICA & JASON TURICK

Address: 1704 CEDARVIEW DR. ST. CLOUD, WI 53079

Phone Number: 920.946.6465 JASON 920.980.5708 JESSICA

Email Address: JESSTURICK @ GMAIL.COM JAY TURICK @ GMAIL.COM

SIGNATURE OF APPLICANT/OWNER: Jay Turick

Alternate responsible agency (advertising/online business agency):

Agency Name: N/A

Agency web address:

Agency Contact Name:

Agency Contact Email:

Agency Contact Signature:



## APPLICATION FOR STREET USE PERMIT

Date 1-28-26

1. Applicant/Applicants Name:

Address:

Phone:

JESSE SCHNEIDER (CITY CLUB)  
278 E MILL ST  
PLYMOUTH, WI 53073  
920 207 8701 cell

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:

IRISHMANS WALK - ST. PATRICKS DAY  
Tuesday March 17, 2026

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:

SAME AS ABOVE

4. The date and duration of time for which the requested use of the street is proposed to occur: 3/17 11 AM - 11:30 AM

5. An accurate description of that portion of the street proposed to be used:

STARTS AT THE OLD FAMILY VINE AND GROS  
AT CITY CLUB 1610 EASTERN → 278 E MILL

6. The approximate number of persons for whom use of the proposed street area is requested: 100

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

YEARLY IRISHMANS WALK FOR ST. PATRICKS DAY

\$25.00 Fee – Receipt No. 600005311 Date 2/9/26

Recommendation – Director of Public Works CLIFFORD WILSON 2-17-26

Recommendation – Chief of Police R. Plungis #700

2/18/26

Date of Council approval \_\_\_\_\_

Email Street Superintendent \_\_\_\_\_



## Application for Event

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

Applicant Name JESSE SCHNEIDER CITY CLUB Phone Number 920 201 8701

Address 228 E MILL ST City Plymouth Zip 53073  
Are you a 501 (C-3) non-profit organization?  No  Yes Tax Exempt # \_\_\_\_\_

I have included my organization's proof of insurance with this form.

I am exempt from requiring proof of insurance because \_\_\_\_\_

Authorized Agent JESSE SCHNEIDER (Clerk/Treas. Initials) 920 201 8701  
Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Point of contact at Event (if different than Agent) \_\_\_\_\_

**Type of Event:** (Check all appropriate blocks)  Public

Private

- Athletic Activity (tournament, sports event)
- Parade/Street Closing (map required)
- Block Party
- Runs/Walks (map required)
- Financial Gain Event (map required)
- Business/Organization Event
- Community/Park Event
- Other \_\_\_\_\_

Event Date(s): 3-17-26 Start/End Time: 11 AM - 11:30 AM

Name of Activity 1215HANS WALK Purpose: ST. PATRICKS DAY

Assembly Area 1610 EASTERN AVE Dispersal Area: 228 E MILL ST CITY CLUB

Estimated Attendance 100 No. of Parade Units: 0

Location of Block Party \_\_\_\_\_  
(Block off - street from - street to)

### Check all appropriate boxes:

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Admission/Entry Fee
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Financial Gain Activity
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Concession Sales
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor Displays/Sale
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electricity Needed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Portable Toilets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Closure
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barricades Needed ( _____ )

Quantity \_\_\_\_\_

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fireworks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amusement Rides
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Setting Up Tents
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amplification Equipment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Musical Bands
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Horses/Animals
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Snowmobiles/ATV's
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Beer Sales*

\*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 its 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 1-28-26 Signature Jesse Schneider  
(Must be Applicant or Duly Authorized Agent)

**Kenneth Ruggles**

**Chief of Police**

**Phone: 920-893-6541 Fax: 920-892-6143 Web: [www.plymouthgov.com](http://www.plymouthgov.com)**  
**128 Smith Street P.O. Box 218 Plymouth, WI 53073-0218**



**TO:** Anna Voigt, City Clerk

**RE:** Alcohol Beverage License Application

**DATE:** 30 January 2026

Ms. Voigt,

I am recommending the City of Plymouth deny the recent Alcohol License application for Mr. Jerud Sagorac for the following reasons:

1. Mr. Sagorac has multiple arrests/convictions including:
  - a. Operating While Intoxicated (OWI), 3<sup>rd</sup> Offense-8/5/2021—Misd. U, Found Guilty
  - b. OWI, 2<sup>nd</sup> Offense-1/29/2018—Misd. U, Found Guilty
  - c. Endangering Safety by use of Dangerous Weapon While Intoxicated-10/24/2016—Misd. A, Guilty Plea
  - d. Criminal Damage (Misd. A), Disorderly Conduct (Misd. B)—8/22/2008—Guilty Plea
  - e. Battery (Misd. A)-4/4/2006—Guilty/No Contest
2. On Part D, Question 2 of his application, Mr. Sagorac indicated "No" to any offenses currently pending. Our investigation found a police report from the Slinger Police Department on 7/23/2025 where Mr. Sagorac forced entry to a house adjacent to his bar causing damage to a window. Mr. Sagorac was intoxicated at the time. Charges of Criminal Damage, Criminal Trespass to Dwelling and Disorderly Conduct were referred to the Washington County DA's office. No arrest was made and no charges are currently pending.
3. My investigation found that Mr. Sagorac previously owned a bar in Milwaukee, WI.
  - a. Over the course of 5 months (11/27/2016-4/28/2017) Milwaukee Police Department (MPD) responded to four reports of shots fired in the vicinity of "Coach Sagorac's Big Time Pub of Greatness".
  - b. During one of these incidents (#163320027, 11/27/2016) it was alleged that an afterhours party occurred at the bar and the parties involved in the shooting were in attendance. Mr. Sagorac denied the activity and initially refused to show any video footage from the bar. It was later determined that no footage was available due to the limited length of any recording.
  - c. MPD subsequently issued a Nuisance Property Letter to the bar and Mr. Sagorac on May 5, 2017.
    - i. The letter identified several other liquor violations at the bar including
      1. April 17, 2017= after hours violation and underage consumption
      2. April 21, 2017= underage consumption with possession of a firearm

3. April 30, 2017= underage consumption and 17-year-old bartender
4. May 4, 2017= underage consumption violation
- d. On July 12, 2017 MPD sent a letter to Mr. Sagorac advising him that he had failed to implement his abatement plan for the nuisance activity,

4. Sec. 7-2-34 (d) of Plymouth Municipal Code states:

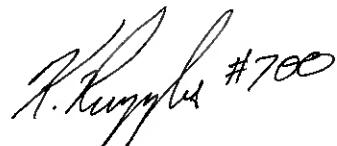
*An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony (unless duly pardoned) or if the applicant has habitually been a law offender. For purposes of this licensing procedure, "habitually been a law offender" is generally considered to be an arrest or conviction of at least two offenses which are substantially related to the licensed activity within the five years immediately preceding the license application.*

5. Sec. 7-2-9 (b) of Plymouth Municipal Code states:

*The common council has broad discretion in issuing alcohol licenses and shall consider the public health, safety and general welfare of the community in such determinations.*

Mr. Sagorac's OWI conviction is the only violation within the previous 5 years. However, it is a 3<sup>rd</sup> offense and demonstrates an ongoing series of violations involving alcohol. He also has a conviction for being armed while intoxicated in 2016. While no charges have been filed, he was involved in a recent alcohol related incident in Slinger that is awaiting decision to prosecute by the Washington County DA's office. This incident happened in July of 2016 on the property adjacent to his bar. We also found numerous incidents of alcohol violations and violent encounters in the vicinity of the bar he owned in Milwaukee between 2016 and 2017. For these reasons, I recommend denying the application for a liquor license in Plymouth.

Sincerely,



The signature is handwritten in black ink. It appears to read "K. Ruggles" followed by the number "#700".

Kenneth Ruggles

Chief of Police

Alcohol Beverage License  
Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

Class "A" Beer ..... \$ \_\_\_\_\_  Class "B" Beer ..... \$ \_\_\_\_\_

"Class A" Liquor ..... \$ \_\_\_\_\_  "Class B" Liquor ..... \$ \_\_\_\_\_

"Class A" Liquor (cider only) \$ \_\_\_\_\_  Reserve "Class B" Liquor \$ \_\_\_\_\_

"Class C" Liquor (wine only) \$ \_\_\_\_\_

Fees	
License Fees	\$ _____
Background Check Fee	\$ _____
Publication Fee	\$ _____
Total Fees	\$ _____

## Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

Jerud Sagorac

2. Business Trade Name or DBA

Semper Fi Saloon

3. FEIN

393-82-0859

4. Wisconsin Seller's Permit Number

456-1024 7706 72-03

5. Entity Type (check one)

Sole Proprietor  Partnership  Limited Liability Company  Corporation  Nonprofit Organization

6. State of Organization

7. Date of Organization

8. Wisconsin DFI Registration Number

9. Premises Address

202 Elizabeth St, Plymouth

10. City

Plymouth

11. State

WI

12. Zip Code

53073

13. County

Sheboygan

14. Governing Municipality:  City Town Village

15. Aldermanic District

16. Premises Phone

414-531-4231

17. Premises Email

jerud.sagorac@yahoo.com

18. Website

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Main level bar, restaurant, stage/dance floor, basement walk in cooler, bowling

20. Mailing Address (if different from premises address)

200 W Washington St

21. City

Slinger

22. State

WI

23. Zip Code

53086

## Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages.  Yes  No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ....	<input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ....	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . .  Yes  No  
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . .  Yes  No  
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . .  Yes  No  
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . .  Yes  No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? . . . .  Yes  No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . .  Yes  No

### Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Sagorac	Jerud	Owner	414-531-4231

### Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name	First Name	M.I.
Sagorac	Jerud	G
Title	Email	Phone
Owner	jerud.sagorac@yahoo.com	414-531-4231

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
1/28/24			
Signature of Clerk/Deputy Clerk			Date Provisional License Issued (if applicable)

Alcohol Beverage  
Individual QuestionnaireDate  
1-19-26

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

## Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Jerud Sagarac

2. Business Trade Name or DBA

Semper Fi Saloon

3. Entity Type (check one)

 Sole Proprietor Partnership Limited Liability Company Corporation Nonprofit Organization

## Part B: Individual Information

1. Last Name

Sagarac

2. First Name

Jerud

3. M.I.

G.

4. Relationship to Business (Title)

Owner

5. Email

jerud.sagarac@yahoo.com

6. Phone

414-531-4231

7. Home Address

200 W Washington St

8. City

Slinger

9. State

WI

10. Zip Code

53086

11. Date of Birth

2-22-78

12. Drivers License/State ID Number

5262-4277-8062-05

13. Drivers License/State ID State of Issuance

WI

## Part C: Address History

1. Do you currently live in Wisconsin?  Yes  No

If yes, provide the month and year when you permanently moved to Wisconsin

(MM/YYYY)

02/19/78

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

3771A Esquire Ave

City

Cudahy

State

WI

Zip Code

53110

Previous Address 2

2202 W Forest Home

City

Milwaukee

State

WI

Zip Code

53215

Previous Address 3

Previous Address 4

Previous Address 5

City

City

City

State

State

State

Zip Code

Zip Code

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State WI	County Milwaukee	State WI	County Waukesha	State WI	County Washington	State	County
State	County	State	County	State	County	State	County

Continued →

**Part D: Criminal History**

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances?.....  Yes  No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed. *See attached*

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed?..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed?..... <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed?..... <input type="checkbox"/> Yes <input type="checkbox"/> No	

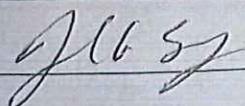
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances?.....  Yes  No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part E: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date

1-19-26

PART D

940.19(1) Greenfield 4-4-06 Misdemeanor self defense  
943.01(1) Waukesha 8-22-08 Misdemeanor disorderly/broke something & paid for it  
941.20(1)(b) OWI 1st 2015 Milwaukee 10-24-16 Misdemeanor Walked to a friends house while open carry  
346.63(1) Muskego 1-29-18 OWI and went down on Harley  
346.63(1) West Allis 8-5-21 Standing next to Harley, wouldn't start OWI 3rd  
All sentences are complete

I have been a teacher in West Allis and Milwaukee since 2001. I currently teach high school math at South Division high school. I have been in the bar business over 20 years as security, bartender and bar owner.

I have recently sold my bar Semper Fi Saloon in Bell Lake WI, where I held a liquor license for 4 years without any problems.

I am acquiring 202 Elizabeth st in Plymouth as Semper Fi Saloon. I will continue to serve and support troops while continuing to run Humphrey's Turner Hall in a successful manner. This will include great food, great music and community support.

Alcohol Beverage  
Appointment of AgentDate  
1-19-26

## Agent Type (check one)

 Original (no fee)  Successor (\$10 fee for municipal licensees only)

## Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Jenud G. Sagonac

2. Business Trade Name or DBA

Semper Fi Saloon

3. Entity Type (check one)

 Sole proprietor Limited Liability Company Corporation Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

 Municipal Retail License State Permit5. If successor agent, provide State Permit or Municipal Retail License Number  
N/A

6. Describe the reason for appointing a successor agent, if successor is checked above.

N/A

## Part B: Agent Information

1. Last Name

Sagonac

2. First Name

Jenud

3. M.I.

G

4. Email

jenud.sagonac@yahoo.com

5. Phone

414-531-4231

6. Home Address

200 W Washington St

10. Date of Birth

2-22-78

7. City

Slinger

8. State

WI

9. Zip Code

53086

11. Drivers License/State ID Number

5262-4277-8062-05

WI

12. Drivers License/State ID State of Issuance

## Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? .....  Yes  No  
Submit proof of completion.

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire (licensee) or  
Form AB-300, Alcohol Beverage Personal Questionnaire (permittee)? .....  Yes  No

3. Have you been a Wisconsin resident for at least 90 continuous days? .....  Yes  No  
See instructions for exceptions.

Continued →

**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the Undersigned, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Sagorac</i>	First Name <i>Jeruel</i>	M.I. <i>G.</i>
Title <i>Owner</i>	Email <i>jeruel.sagorac@yahoo.com</i>	Phone <i>414-531-4231</i>
Signature <i>JL6 SJ</i>	Date <i>1-19-25</i>	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the Agent, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Sagorac</i>	First Name <i>Jeruel</i>	M.I. <i>G.</i>
Signature <i>JL6 SJ</i>	Date <i>1-19-25</i>	



# Plymouth Fire Department

111 E Main Street  
Plymouth, WI 53073  
Phone: (920)893-1331

## Plymouth Fire Department Annual Inspection Form Inspection Report

<b>Business Name:</b> Turner Hall Bar & Grill	<b>Date/Time of Inspection:</b> 02/03/2026 12:59:00
<b>Address:</b> 202 ELIZABETH ST, PLYMOUTH, WI, 53073	<b>Inspected by:</b> Wagner, Peter A.
<b>Suite/Unit:</b> --	<b>Inspection Status:</b> <u>Completed with fail</u>
<b>Inspection Number:</b> PFW-2026-0000022	<b>Re-Inspection on or near:</b> 03/03/2026 at 08:00

### Inspection Explanation:

Below is a list of violations which were observed at the time of this inspection. **Violations are expected to be corrected within 30 days of receiving this report.** Based on the severity of the violations, a follow up re-inspection may occur to ensure corrections have been made. **Follow up re-inspection may occur on or around 03/03/2026 at 08:00.** It is the responsibility of the owner and/or tenant to communicate that violations have been corrected. It is the responsibility of the owner and/or tenant to reach out to the Plymouth Fire Department if there are questions regarding this inspection report. Please contact inspector Peter Wagner at 920-893-1331 or email [inspections@plymouthfd.com](mailto:inspections@plymouthfd.com). The Plymouth Fire Department is looking forward to working with you in the interest of fire and life safety for the community and awaits your timely response regarding this matter. Uncorrected violations may be subject to citations.

City Ordinances [Sec 5-2-3, 5-2-10] and WI Statutes [SPS 314.01(13)] charge the Fire Code Official with the responsibility of protecting the people and properties from the ravages of fire. This is accomplished by an organized program of inspections, and enforcement of Codes, Statutes, and Standards intended to minimize the community's fire loss. If there are any questions or needs for assistance with the correction of the violations, don't hesitate to contact the Plymouth Fire Department, Inspector Peter Wagner at 920-893-1331 or email [inspections@plymouthfd.com](mailto:inspections@plymouthfd.com) or Fire Chief Ryan Pafford at 920-893-3744 or email [chief@plymouthfd.com](mailto:chief@plymouthfd.com)

### Access & Premises:

## ✗ Violation Observed

**ITEM:** Are address numbers ordinance compliant for the building and clearly visible from the street?

**CODE:** City of Plymouth - 6-2-12 - Street Numbers - (a)Uniform system of numbers.(1)A uniform system of numbering properties and principal buildings, as shown on a map thereof filed in the office of the city clerk-treasurer, is adopted, with such map being incorporated herein by reference.(2)All properties on the west side of north-south streets and all properties on the north side of east-west streets shall be assigned even numbers. All properties on the east side of north-south streets and all properties on the south side of east-west streets shall be assigned odd numbers.(3)Each building shall bear the number assigned to the frontage on which the front entrance is located. Where a principal building is occupied by more than one business or family dwelling unit, each separate front entrance of such principal building shall bear a separate number.(b)Assignment of numbers. All properties or parcels of land within the City of Plymouth shall hereafter be identified by reference to the uniform numbering system herein. All existing numbers of property and buildings not in conformity with this section shall be changed to comply. All numbers shall be assigned by the assessor/building inspector, who may delegate such function to the city clerk-treasurer by mutual agreement thereof.(c)Street numbers to be displayed. The owner, occupant, or agent in charge of the premises shall cause to be affixed and to be maintained when so affixed to each principal building controlled by him the official street number assigned to that building as provided in (a) hereof. The physical numbers provided herein shall be not less than four inches in size. Each required number shall be affixed on the front of the building in such a location that it may be easily and readily seen by a person of ordinary eyesight on the public street or highway upon which the building abuts. For commercial buildings with a public entrance fronting a public alley, the street number shall also be affixed in such location that it may be seen in like manner from such alley.(d)Noncompliance. If the owner or occupant of any building neglects for 20 days to duly attach and maintain the proper numbers on the building, the city shall serve him a notice requiring him to properly number the same, and if he neglects to do so for ten days after service, he shall be subject to a forfeiture as provided in section 1-1-7.

NFPA 1 - 10.12.1.1 - New and existing buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.

## Exiting/Egress, Exit Signs, Emergency Lighting:

### ✗ Violation Observed

**ITEM:** If applicable, are the battery back-ups for the exit signage fixtures functional?

### REMARK:

- All 3 basement exit/emergency lights do not work when test button is depressed. Replace batteries or fixtures.
- SOUTH entrance to hall, exit/emergency light does not work when test button is depressed. Replace battery or fixture.

**CODE:** NFPA 1 - 14.14.5.2.1 - Every sign required to be illuminated by 14.14.6.3, 14.14.7, and

14.14.8.1 shall be continuously illuminated as required under the provisions of Section 14.12, unless otherwise provided in 14.14.5.2.2. [ 101 : 7.10.5.2.1]

---

### ✗ Violation Observed

**ITEM:** If this property is required to have an Occupancy Load sign posted, is it posted?

**REMARK:**

- Need Occupancy signs in bar room, dining room and hall posted.

---

**CODE:** NFPA 1 - 20.1.5.10.3.2 - Approved signs shall be maintained in a legible manner by the owner or authorized agent. [ 101 : 12.7.9.3.2; 101 : 13.7.9.3.2]

NFPA 1 - 20.1.5.10.3.3 - Signs shall be durable and shall indicate the number of occupants permitted for each room use. [ 101 : 12.7.9.3.3; 101 : 13.7.9.3.3]

NFPA 1 - 20.1.5.10.3.1 - Every room constituting an assembly occupancy and not having fixed seats shall have the occupant load of the room posted in a conspicuous place near the main exit from the room. [ 101 : 12.7.9.3.1; 101 : 13.7.9.3.1]

---

**Electrical:**

### ✗ Violation Observed

**ITEM:** Are extension cords of approved construction, grounded when required, maintained in good condition, used only as temporary wiring, servicing only one small portable item, are not daisy chained, and are not plugged into power strips or adapters?

**REMARK:**

- Extension cords are not allowed to be run through doorways. Extension cords cannot be used as a means of permanent wiring. Install additional outlets where needed.
- Extension cords in basement cannot be run through doors, floors, walls or ceilings. Add additional outlets where needed.
- Eliminate extension cords around hall bar room. Cannot run extension cord through side of bar.

---

**CODE:** NFPA 1 - 11.1.7.5 - Extension cords and flexible cords shall not be affixed to structures; extend through walls, ceilings, or floors, or under doors or floor coverings; or be subject to environmental or physical damage.

NFPA 1 - 11.1.7.6 - Extension cords shall not be used as a substitute for permanent wiring.

NFPA 1 - 11.1.7.2 - The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.

NFPA 1 - 11.1.7.3 - The extension cords shall be maintained in good condition without splices,

deterioration, or damage.

NFPA 1 - 11.1.7.4 - Extension cords shall be grounded when servicing grounded portable appliances.

NFPA 1 - 11.1.7.1 - Extension cords shall be plugged directly into an approved receptacle, power tap, or multiplug adapter and shall, except for approved multiplug extension cords, serve only one portable appliance.

---

### **✗ Violation Observed**

**ITEM:** Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock, electrical hazards, and fire hazards?

**REMARK:**

- In basement, electrical outlet in ceiling needs a cover.

---

**CODE:** NFPA 1 - 11.1.2 - All electrical appliances, fixtures, equipment, or wiring shall be installed and maintained in accordance with NFPA 70, National Electrical Code.

NFPA 1 - 11.1.10 - Covers. - All panelboard and switchboards, pull boxes, junction boxes, switches, receptacles, and conduit bodies shall be provided with covers compatible with the box or conduit body construction and suitable for the conditions of use.

---

### **Fire Suppression Systems:**

### **✗ Violation Observed**

**ITEM:** In commercial cooking applications, has the hood suppression system been serviced in the last six months?

**REMARK:**

- Kitchen hood suppression system serviced August 2022. Hood suppression systems need to be serviced annually.

---

**CODE:** NFPA 1 - 10.4.1 - Whenever or wherever any device, equipment, system, condition, arrangement, level of protection, fire-resistive construction, or any other feature is required for compliance with the provisions of this Code, such device, equipment, system, condition, arrangement, level of protection, fire-resistive construction, or other feature shall thereafter be continuously maintained. Maintenance shall be provided in accordance with applicable NFPA requirements or requirements developed as part of a performance-based design, or as directed by the AHJ. [ 101 : 4.6.12.1 ]

NFPA 96 - 11.2.1 - Maintenance of the fire-extinguishing systems and listed exhaust hoods containing constant or fire-activated water system that is listed to extinguish a fire in the grease removal devices, hood exhaust plenums, and exhaust ducts shall be made by properly trained, qualified, and certified person(s) acceptable to the authority having jurisdiction at least every 6 months.

---

**Additional Commentary or Suggestions:**

**ITEM:** List any additional Fire code violations found, but not listed above.

**RESULT:**

**ITEM:** List any suggestions that are not Fire code violations, but may help the occupancy stay fire safe.

**RESULT:****Inspection Note:**

**ITEM:** Note

**RESULT:** - Overall cleanliness around stage area and basement needs to be improved. Improve on cleanliness in hall.

This inspection report indicates that violations were observed at the time of this inspection. The potential exists that additional violations exist but were not observed at this time and this does not remove liability of identifying violations in the future.

Re-Inspection scheduled to be conducted on or near 03/03/2026 at 08:00

Next annual inspection scheduled to be conducted after 01/04/2027

**ANY DEFICIENCIES THAT WERE NOT IDENTIFIED DURING THIS INSPECTION  
ARE SUBJECT TO FUTURE CORRECTION ORDERS UNDER ALL APPLICABLE  
CODES**



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**DATE:** February 19, 2026

**TO:** Mayor and Common Council

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

**RE:** Resolution No. 4 Regarding Promotion of Food Waste Composting

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**Background:** At the November 25, 2025 Committee of the Whole meeting, Alderperson Binder introduced the topic of composting. At that time, the Committee of the Whole directed staff to revise the draft resolution provided by the Plymouth Environmental Action Team (PEAT) so that it reflects coordination related to sharing educational materials on composting, rather than establishing a formal partnership. Staff revised the resolution consistent with that direction, it is included as Attachment 1. The revised resolution focuses on sharing general information related to composting basics, best practices, and available options. The resolution notes that participation is voluntary. It also provides that the City retains final discretion over any content that is distributed or published.

**Committee of the Whole:** At the meeting on February 10, 2025 by a vote of 6-2 to the Committee of the Whole recommended Resolution No. 4 be placed on the Common Council agenda for consideration.

**Staff Recommendation:** No staff recommendation.

**The Common Council has the following options:**

1. Approve Resolution No. 4 Regarding Promotion of Food Waste Composting as presented.
2. Approve Resolution No. 4 Regarding Promotion of Food Waste Composting as presented with changes as recommended by the Common Council
3. Take no action.
4. Provide other direction.

**Attachments:**

1. Draft Resolution



**CITY OF PLYMOUTH, WISCONSIN**  
**RESOLUTION NO.    OF 2026**

**Promotion of Food Waste Composting**

**WHEREAS**, the Plymouth Environmental Action Team (PEAT) is an active community organization engaged in environmental education.

**WHEREAS**, food waste contributes to environmental challenges including landfill use; and

**WHEREAS**, composting is one method by which food waste can be diverted from landfills and converted into a beneficial soils; and

**WHEREAS**, compost can improve soil health and water retention while reducing the need for certain chemical fertilizers; and

**WHEREAS**, the City of Plymouth recognizes education and information sharing as an appropriate municipal role in supporting voluntary sustainability practices; and

**NOW THEREFORE, BE IT RESOLVED THAT** by the Common Council of the City of Plymouth, Wisconsin, that:

1. **General Support.** The City of Plymouth expresses support for food waste composting as a voluntary practice that contributes to waste reduction and environmental sustainability.
2. **Educational Collaboration.** The City of Plymouth will work with the Plymouth Environmental Action Team (PEAT) to support educational efforts related to food waste composting, including sharing information on composting basics, best practices, and available options.
3. **Scope of Educational Efforts.** Educational efforts, in coordination with PEAT and as resources allow, may include the development or distribution of informational materials, website content, or community outreach intended to increase awareness of food waste composting. The City shall retain final discretion over any content published or distributed by the City.
4. **Voluntary Participation.** The City of Plymouth and PEAT encourage residents, businesses, schools, and other institutions to participate in food waste composting efforts. Participation in food waste composting is entirely voluntary.
5. **Future Opportunities.** PEAT may work with appropriate City staff or departments to identify potential opportunities for collaboration related to food waste composting education and may present such opportunities to the Common Council for consideration in the future.
6. **Effective Date.** This resolution shall take effect upon adoption.

Adopted: January 7, 2026

CITY OF PLYMOUTH

By: Donald O. Pohlman, Mayor

**CERTIFICATE OF ADOPTION**

I hereby certify that the foregoing Resolution was duly adopted by the Common Council of the City of Plymouth on the date set forth above.

Dated: \_\_\_\_\_, 2026

Anna Voigt, Clerk/Treasurer



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**DATE:** February 19, 2026  
**TO:** Mayor and Common Council  
**FROM:** Cathy Austin, PE, Director of Public Works  
**RE:** Resolution 5 of 2026:  
Approval of changes to the City of Plymouth Functional Classification System

---

**Background:** In April of 2024, updated limits of the City of Plymouth Urban Area Boundary (UAB) were approved by Common Council. The UAB is important for allocations of State and Federal funds.

The Wisconsin Department of Transportation (WisDOT) has now completed a review of roadway functional classifications within the UAB. Functional classification identifies how each roadway is intended to operate within the transportation network—balancing mobility, access, and connectivity. Each roadway is put into one of the following categories: Principal Arterial, Minor Arterial, Collector, or Local Road.

Updates to roadway classifications are necessary to ensure the network accurately reflects current conditions and future planning needs. Changes are primarily driven by:

- Land use development and redevelopment
- Traffic volume and travel demand changes
- Network connectivity improvements
- Consistency with regional and state planning efforts

Maintaining accurate functional classifications is important because they influence roadway design expectations, access management, maintenance priorities, and the City's eligibility for certain state and federal transportation funding programs.

WisDOT is requesting 11 changes within the City of Plymouth's UAB. See attached map.

**Staff Recommendation:** Approve Resolution No. 5 of 2026 Approval of changes to the City of Plymouth Functional Classification System.

**Attachments:**

1. Resolution 5 of 2026
2. City of Plymouth Functional Change Map

**CITY OF PLYMOUTH**  
**RESOLUTION NO. 5 of 2026**

**APPROVAL OF CHANGES TO THE CITY OF PLYMOUTH  
FUNCTIONAL CLASSIFICATION SYSTEM**

**WHEREAS**, the City of Plymouth Urban Area (UA) was designated by the 2020 US Census; and

**WHEREAS**, the Urban Area Boundary was adjusted and approved by the Wisconsin Department of Transportation (WisDOT) and the Federal Highway Administration (FHWA); and

**WHEREAS**, functional classification is the method by which roads and streets are categorized based on the levels of mobility and access they provide; and

**WHEREAS**, functional classification of a road or street has a bearing on federal transportation funding eligibility, and

**WHEREAS**, FHWA and WisDOT have developed guidance for functional classification of roads and streets; and

**WHEREAS**, WisDOT periodically reviews and updates to the functional classification system of roads and streets throughout the state; and

**WHEREAS**, these recommended functional classification changes were developed through joint review by UA officials and WisDOT planning staff; and

**WHEREAS**, these recommended changes have been reviewed by the Public Works Department; and

**WHEREAS**, documents showing the recommended changes are attached; and

**WHEREAS**, the Wisconsin Department of Transportation will, after local approval of the recommended FC changes, approve the changes and submit them to FHWA for final approval; and

**WHEREAS**, the approved final FC map will be made available to the City of Plymouth after FHWA final approval; and

**WHEREAS**, the new functional classifications will supersede the existing functional classifications in the urban area;

**BE IT THEREFORE RESOLVED**, that City of Plymouth Common Council hereby approves all recommended functional classifications:

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF PLYMOUTH**

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Donald O. Pohlman, Mayor

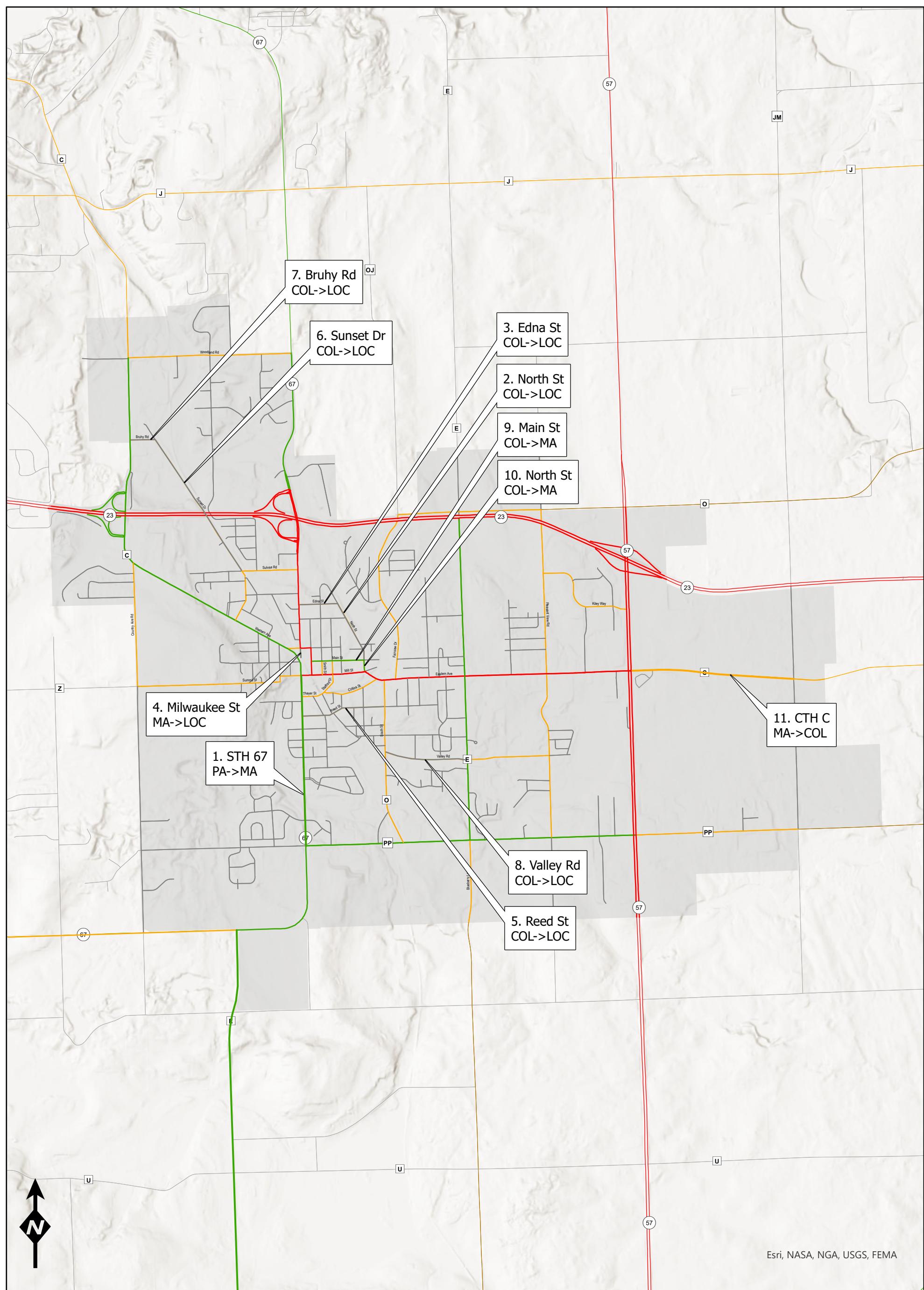
Attest:

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Anna Voigt, City Clerk

# Plymouth

## Functional Classification - Recommended Changes



The information on these maps was created for the official use of the Wisconsin Department of Transportation (WisDOT). Any other use, while not prohibited, is the sole responsibility of the user. WisDOT expressly disclaims all liability regarding fitness of use of the information for other than official WisDOT business.

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



Telephone: (920) 893-3745  
Facsimile: (920) 893-0183  
Web Site: [plymouthgov.com](http://plymouthgov.com)

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**DATE:** November 18, 2025

**TO:** Common Council

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

**RE:** Approval of Professional Services Agreement with Kapur Drinking Well #18 as part of TID#9

---

**Background:** Background: Attached is the Professional Services Agreement with Kapur & Associates for design engineering services for Drinking Water Well No. 18 as part of TID #9. The scope includes reconnaissance, a test well, and production Well No. 18 design and bidding, as well as pump house design and bidding. The cost for these services is \$319,195 and will be included in the 2026 borrowing. The agreement also includes an "if needed" allowance for up to eight exploratory wells, should they be required, in the amount of \$70,000.

The City approved a Development Agreement with Sargento at the February 10, 2026 meeting. Under that agreement, approximately 27 percent of debt issuance costs related to this project will be funded through TID #9.

While this project is included within TID #9, Well No. 18 will serve the entire community. Total construction costs for Well No. 18 are currently estimated at \$1.8 million.

**Recommendation:** Approval of Professional Services Agreement with Kapur Drinking Well #18 as part of TID#9.

**Attachment:**

1. Professional Services Agreement



## PROFESSIONAL SERVICES AGREEMENT

### Well 18

### City of Plymouth

This Agreement is between City of Plymouth (OWNER) and Kapur & Associates, Inc. (ENGINEER) for professional engineering services for the following purpose:

Provide design engineering services and bidding documents for the referenced project.

#### **Section A. Description of Work**

ENGINEER will provide all survey and engineering design services for the scope as listed below. Kapur and Donohue & Associates, Inc. (as a sub to Kapur) will assist with the development and construction of Well 18. Kapur will provide survey, civil site development, water main and sanitary sewer design, access design, and preparation of survey documents for a CSM or PLE for Well 18 and access/utilities to serve the well. Donohue will perform the well investigation and development, process, structural, electrical, controls, HVAC/plumbing design and all necessary permitting.

#### **Section B. Scope of Services**

The scope as defined below will be performed by Kapur and the Donohue scope is as shown in the attached Donohue Proposal for Engineering Services for Plymouth Utilities Well 18, dated February 19, 2026.

##### Phase 1 – Reconnaissance

- Project oversight, coordination, meetings as necessary
- Kickoff meeting
- If deemed necessary during the subsurface investigations as identified in Task 115, contract with Intera and with a drilling company to provide subsurface investigations. It is assumed that 8 borings to a depth of 80-feet each would be performed in various locations to assist in locating the test well location. This extra step could cost +/- \$70,000. See cost table, it is not included in the Total Project Cost.
- Plan review at 90%

##### Phase 2 – Test Well

- Project oversight, coordination, meetings as necessary
- Document reviews
- Develop front end specifications, bidding documents, hold Pre-Bid Conference, answer questions and prepare addenda if necessary
- Site visits during construction
- Assist with final report
- Attend WDNR/PSC pre-application meeting





#### Phase 3 – Production Well 18 Design and Bidding

- Project oversight, coordination, meetings as necessary
- Site survey
- Title searches (assumed 2)
- Civil site design
- Document review at 90%
- Develop front end specifications, bidding documents, hold Pre-Bid Conference, answer questions and prepare addenda if necessary
- Site visits during construction
- Engineering cost estimates

#### Phase 4 – Pump House Design & Bidding

- Project oversight, coordination, meetings as necessary
- Water main and sanitary sewer and access/roadway design
- Prepare survey documents for CSM or PLE for well, pump house, utilities and access
- Submit WDNR permits for pump house package
- Develop front end specifications, bidding documents, hold Pre-Bid Conference, answer questions and prepare addenda if necessary
- Site visits during construction
- Engineering cost estimates

### **Section C. Schedule**

ENGINEER shall perform the Scope of Services on the schedule as identified in Donohue's proposal and as noted below. Phases will not begin until the prior phase is completed and OWNER gives authorization to begin.

### **Section D. Compensation**

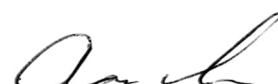
In return for the performance of the foregoing obligations, OWNER shall compensate ENGINEER on a time-and-material basis estimated at \$319,195.00 and in the attached spreadsheet.

IN WITNESS WHEREOF, the OWNER and ENGINEER have executed this Agreement.

OWNER: City of Plymouth

ENGINEER: Kapur & Associates, Inc.

By: \_\_\_\_\_

By:  \_\_\_\_\_

Title: Director of Public Works/City Engineer

Title: Associate/Milwaukee Muni. Manager

Date: \_\_\_\_\_

Date: February 20, 2026





## **TID 9 - Design of New Well**

### **CIVIL ENGINEERING COSTS TABLE**

Task Description	Project Manager	Project Engineer III	Staff Engineer I	Environmental Scientist II	Project Surveyor	Tech III	Survey Crew	Total Cost
	\$195.00	\$175.00	\$120.00	\$140.00	\$170.00	\$135.00	\$160.00	
	hours	hours	hours	hours	hours	hours	hours	
<b>Task 1 - Reconnaissance</b>								
Project Oversight, coordination, meetings	12							\$2,340.00
Kickoff meeting	2	2						\$740.00
90% Plan Review	4	4						\$1,480.00
Donohue								\$29,790.00
								<b>Subtotal Task 1</b> <b>\$34,350.00</b>
<b>Task 2 - Test Well</b>								
Project Oversight, coordination, meetings	20							\$3,900.00
Document reviews	2	2						\$740.00
Develop front end specifications, bidding documents, pre-bid conference, questions, addenda	4	20						\$4,280.00
Site visits during construction	8	2						\$1,910.00
Assist with final report	4	4						\$1,480.00
Attend WDNR/PSC pre-application meeting	2	2						\$740.00
Donohue								\$45,875.00
								<b>Subtotal Task 2</b> <b>\$58,925.00</b>
<b>Task 3 - Production Well 18 Design and Bidding</b>								
Project Oversight, coordination, meetings	20							\$3,900.00
Site survey, diggers, mapping					16	24	24	\$9,800.00
Title searches (assumed 2 at \$500/each)								\$1,000.00
Civil site design	4	20	40			16		\$11,240.00
Develop front end specifications, bidding documents, pre-bid conference, questions, addenda	4	20						\$4,280.00
Engineering Cost Estimates		2	8					\$1,310.00
Site visits during construction, construction staking		2	8	16	16	24		\$10,030.00
Donohue								\$39,805.00
								<b>Subtotal Task 3</b> <b>\$81,365.00</b>
<b>Task 4 - Pump House Design and Bidding</b>								
Project Oversight, coordination, meetings	50							\$9,750.00
Water main and sanitary sewer and access road design	4	12	24			16		\$7,920.00
Prepare survey documents for CSM or PLE for well, pump house, utilities, and access, monumentation				32	8	8		\$7,800.00
Submit WDNR permits for pump house package		2	8					\$1,310.00
Develop front end specifications, bidding documents, pre-bid conference, questions, addenda	8	8						\$2,960.00
Engineering Cost Estimates		2	8					\$1,310.00
Donohue								\$112,505.00
								<b>Subtotal Task 4</b> <b>\$143,555.00</b>
<b>Mileage- Kapur</b>								
Mileage								\$1,000.00
								<b>Subtotal Mileage</b> <b>\$1,000.00</b>
								<b>Project Total Cost for Scope of Services</b> <b>\$319,195.00</b>
If deemed necessary, Intera and drilling company 8 borings, 80' deep each								<b>\$70,000.00</b>

February 19, 2026

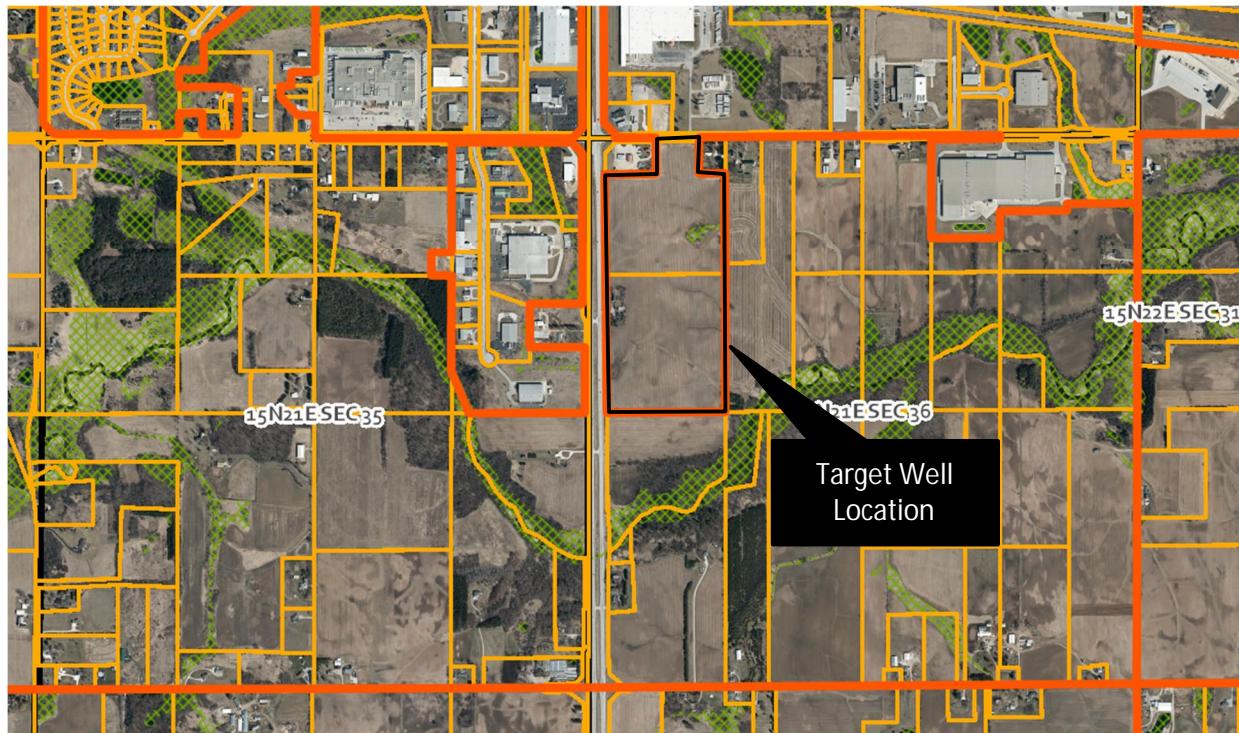
Mr. Aaron Groh  
Kapur  
7711 N. Port Washington Road  
Milwaukee, WI 53217

Re: Proposal for Engineering Services  
Plymouth Utilities Well 18

Dear Aaron:

We understand that Kapur is assisting Plymouth Utilities with development of Well 18, to be located at the southeast quadrant of the STH 57 and CTH P intersection. Kapur will provide survey, civil site development and water main and sanitary sewer service development for the project. Donohue and Associates, Inc. will provide services as described below, generally consisting of well investigation and development, process, structural, electrical, controls, and HVAC/plumbing design.

The target well location is a parcel located in the west half of Section 36, Township 15 North, Range 21 East and shown on the map below. The study area will generally be a 1-mile radius of the study site boundaries. Desired capacity for this municipal well is 500 gpm or greater.



## Phase 1 – Reconnaissance

### Task 105 – Project Oversight & Kickoff Meeting

1. Provide day-to-day project management, including monitoring scope, schedule, and budget.
2. Maintain ongoing communication with Kapur through the Project Manager and Client Advocate.
3. Prepare and submit monthly invoices and progress updates.
4. Conduct a kickoff meeting to confirm project objectives, stakeholders, communication protocols, schedule, deliverables, and Owner preferences related to site configuration and milestones.

### Task 110 – Records Review and Assessment

A 1991 geological reconnaissance study identified fracture trace locations but additional study is needed to more accurately locate the true fracture zones that may aid in siting a well to draw water from the dolomite bedrock. For example, electromagnetic induction survey is used to screen for potential dolomite municipal well sites by inferring the type of geological materials present from the relationship of electrical conductivity to subsurface material saturation; fracture zones in the dolomite bedrock are expected to measure higher electrical conductivity than unfractured bedrock. This type of survey can be impacted by cultural influences (power lines, buildings, fence lines) or unconsolidated material overlying the bedrock formation.

Application of the fracture trace analysis combined with other investigations that included electromagnetic induction study and geothermal survey was used to site Test Well 17. However at the Well 17 location the majority of water production was from a highly fractured zone at the bedrock surface that would have required a special variance from the Wisconsin Department of Natural Resources. Ultimately, use of the bedrock aquifer was abandoned in favor of developing a well in the sand and gravel formation above the bedrock.

Mapping tools, including the use of LiDAR, have evolved since the 1991 geological reconnaissance study was performed. Additional wells have been constructed in the study area. This task will assess existing data to provide an informed recommendation for subsurface investigation of the study site. Donohue will partner with Pat Jurcek of Intera for this task.

1. Provide a Request for Information that will include historic and existing well investigation and production data such as most recent WDNR Sanitary Survey, 1991 geological reconnaissance study that identified fracture trace locations, previous well siting investigations conducted by Plymouth Utilities, and current well yields and operation and maintenance data.
2. Locate existing private wells in the study area based on existing well construction and property records. Compile well data that includes formations encountered, depth to bedrock, and well yield and map well locations.
3. Compile existing geological and hydrogeological information for the study area.
4. Review potential contamination sources within one-half mile of the study area:
  - a. Include information from WDNR database of contaminated properties, Wisconsin Department of Safety and Professional Services (WDWPS) Storage Tank Database, Sheboygan County records and Kapur and City of Plymouth knowledge and records;
  - b. Summarize data in a table or list that shows distance and direction from the well site;
  - c. Show potential contaminant sources on a map surrounding the well site.
  - d. Assess the potential for the contamination source(s) to impact a new well constructed within the study area.

5. Assess presence of groundwater protection area as defined in s. 281.34 (1) (am), Stats. (outstanding or exceptional resource water or trout stream), and potential for production well to result in significant adverse impacts to springs as defined in s. 281.34 (1) (f), Stats.
6. Prepare a Technical Memorandum summarizing the records review and providing recommendation for use of Subsurface Investigation Allowance described below.

#### Task 115 – Subsurface Investigation

Subsurface investigation for well siting can take various forms, from electrical resistivity imaging or tomography to small diameter borings or monitoring wells constructed to assess geologic formations and groundwater quality. Kapur will contract directly with Intera and a drilling company to provide subsurface investigation of the study site based on recommendation from Task 110 TM.

Coordinate Subsurface Investigation based on recommendation from Task 110 TM, assumed to be 20 hours.

#### Task 120 – Well Site Investigation Report

1. Complete a well site investigation report as required for Wisconsin Department of Natural Resources (WDNR) for approval of a new municipal well site. The following information will be gathered, evaluated and presented in a well site investigation report meeting the requirements of Wis. Adm. Code NR 811.09(4):
  - a. Detailed test well and production well cross sections which includes geologic formations, drillhole diameters and depths, casing diameters and depths, screen material, slot size, diameter and depths, and grouting or sealing depths.
  - b. Report of test pumping rate, duration and drawdown.
  - c. Production well pumping capacity and anticipated daily withdrawal.
  - d. Specifications covering casing and screen materials, methods of drilling, and methods of grouting.
  - e. A production well water sampling schedule.
  - f. Horizontal coordinates of the test well and permanent well.
  - g. Review of potential contamination sources within one-half mile of the well location as developed in previous task.
  - h. Hydrogeological evaluation that includes
    - i. Direction of groundwater flow in the specific geologic formation or formations from which water will be pumped or withdrawn.
    - ii. Zone of influence of the proposed well based on continuous pumping at the final pumping rate for 30 days without recharge.
    - iii. Recharge area shall be calculated using the Uniform Flow Equation.
  - i. Review of previous investigations conducted by Plymouth Utilities in developing its existing wells. This may include evaluation of water quality, pumping conditions including drawdown effects, if applicable, on other nearby wells or surface water bodies, geologic borings, and seismic, resistivity or other groundwater investigations.
  - j. The anticipated annual volume of water to be withdrawn and the compatibility with the existing water supply facilities.
  - k. The location of any nearby wetlands.
  - l. The distance and direction from the proposed well to the nearest existing well serving another water utility.
  - m. The distance and direction from the proposed well to the nearest neighboring private wells within 1,200 feet of the well site.
  - n. The location and distance to surface water and springs.

- o. The locations of alternate well sites for the proposed well and other information such as test pumping or modeling as requested by the department to conduct a review under Wis. Adm. Code ch. NR 820 to justify the proposed well location if the well will be pumped at a rate equal to or greater than 70 gallons per minute and the department determines that the proposed well will be located within a groundwater protection area as defined in s. 281.34 (1) (am), Stats. (outstanding or exceptional resource water or trout stream), or that operation of the well could result in significant adverse impacts to springs as defined in s. 281.34 (1) (f), Stats.
    - p. A summary evaluation of the site including advantages and disadvantages and the need for any possible water treatment.
  2. Provide Well Site Investigation to Kapur for review at 90% completion; incorporate Kapur comments.
  3. Prepare and submit documents for WDNR review and approval; Well Site Investigation Report and Water System Approval Request Form 3300-260.
  4. Obtain comments from WDNR, address agency questions, and incorporate into final documents.

## Phase 2 – Test Well

### Task 205 - Test Well Design & Bidding

1. Develop Test Well design and prepare technical specifications, site plan, and well cross-section. Drawings will be prepared in AutoCAD using project borders from Kapur. Donohue will use Donohue CAD standards for drawing development within the Kapur project borders. Specifications will be developed in 50 division format with standard Donohue formatting. Kapur will develop front end specifications.
2. Define requirements for casing, grout, appurtenances, diameters, depths, seals, and testing provisions.
3. Establish performance requirements for drilling, pumping tests, and water quality sampling, including inspection of nearby private wells.
4. Submit documents for Kapur review, conduct a review meeting, and incorporate comments.
5. Regulatory Review (WDNR)
  - a. Prepare and submit required documentation to the Wisconsin Department of Natural Resources (WDNR).
  - b. Coordinate review, receive comments, and incorporate agency requirements into final documents.
6. Kapur will develop bidding and contract documents. Donohue will:
  - a. Support Kapur in Pre-Bid Conference by attending virtual meeting and providing information to familiarize bidders with the Work related to Production Well.
  - b. Respond to bidder inquiries provided by Kapur to interpret, clarify or expand on Contract Documents.
  - c. Provide addenda information to Kapur as necessary, including modification of drawings and/or specifications.

### Task 210 - Test Well Construction

1. Attend virtual preconstruction conference (2 hours)
2. Review contractor submittals for compliance with specifications (16 hours)
3. Provide periodic on-site observation during drilling, casing installation and grouting, video logging, pump testing, and sampling (5 visits at 8 hours each, 40 hours)
4. Support Kapur during construction by providing coordination with contractor during drilling operations, response to contractor RFIs, review of change order quantities and values and attendance at virtual progress meetings (40 hours)

#### Task 215 – Post Test Well Report

1. Prepare a Technical Memorandum summarizing pumping test results, groundwater quality, geologic conditions, recommendations for additional testing (e.g. video logging, isolation of specific zones using packers, and/or additional water quality testing) recommended production well design parameters, recommendations for water treatment if needed, and preliminary cost estimates.
2. Review draft memorandum with Kapur and incorporate comments into the final document.

#### Task 220 – Public Service Commission (PSC) Construction Authorization

PSC authorization will be required prior to beginning construction of a production well. Authorization of new wells and associated improvements may take on the order of six months or longer.

1. Facilitate WDNR/PSC pre-application consultation, by scheduling an online meeting with agency staff and preparing a presentation on the existing utility facilities, need for project, alternatives considered, project cost and timeline.
2. For new wells, utilities must apply to the PSC to receive a Certificate of Construction Authority; prepare and submit PSC application for Certificate of Construction Authority to include well, pump house and site improvements:
  - a. Project overview and need for project
  - b. Project development and alternatives considered
  - c. Project capital and operation and maintenance costs using the PSC Uniform System of Accounts
  - d. Water rate impacts calculation
  - e. New well/water source and new utility building worksheets
3. Prepare PSC-required Type 3 Water Projects environmental impact information that includes:
  - a. Presentation of project overview
  - b. Project development and alternatives considered
  - c. Site information
  - d. Natural resource impacts
  - e. Waterway/wetland permitting activities
  - f. Review of Wisconsin State Historic Preservation Database
  - g. Analysis of impacts to endangered, threatened, special concern species and natural communities.
4. Submit PSC Construction Authorization and Type 3 environmental impact information documentation through the PSC online portal, providing redacted documents for confidential information (endangered resources and archaeological/historical sites data and accommodations).
5. Respond to PSC questions and support authorization approval.

#### Phase 3 – Production Well 18 Design & Bidding

##### Task 305 – Production Well 18 Design

1. Develop production well design and prepare technical specifications, drawings including well cross section. Specifications will be developed in 50 division format with standard Donohue formatting. Drawings will be prepared in AutoCAD using project borders from Kapur. Donohue will use Donohue CAD standards for drawing development within the Kapur project borders. Kapur will provide site plan and will develop front end specifications.
2. Provide documents to Kapur for review at 90% completion; incorporate Kapur and Plymouth Utilities comments.
3. Prepare and submit documents for WDNR review and approval:

- a. Specifications and Drawings
- b. Water System Approval Request Form 3300-260
- c. Public Well Approval Submittal Request Form 3300-044
4. Obtain comments from WDNR and incorporate them into final documents

#### Task 310 – Production Well Bidding Services

Kapur will develop bidding and contract documents.

1. Support Kapur in Pre-Bid Conference by attending virtual meeting and providing information to familiarize bidders with the Work related to Production Well.
2. Respond to bidder inquiries provided by Kapur to interpret, clarify or expand on Contract Documents.
3. Provide addenda information to Kapur as necessary, including modification of drawings and/or specifications.

#### Task 315 – Production Well Construction

1. Attend virtual preconstruction conference (2 hours)
2. Review contractor submittals for compliance with specifications (16 hours)
3. Provide periodic on-site observation during drilling, casing installation and grouting, video logging, pump testing, and sampling (7 visits at 8 hours each, 56 hours)
4. Support Kapur during construction by providing coordination with contractor during drilling operations, response to contractor RFIs, review of change order quantities and values and attendance at virtual progress meetings (40 hours)
5. Review laboratory water quality testing and pumping test data (8 hours)

### Phase 4 – Pump House Design & Bidding

#### Task 405 – Pump House Design

1. Design improvements, including well pump and process piping, pump house, electrical service, emergency generator, controls, and remote communication to SCADA. Kapur will be responsible for site design to include water main and sanitary sewer service connections, access and roadway improvements.
2. Design chemical feed system for disinfection with sodium hypochlorite, fluoridation, and polyphosphate inhibitor to match existing wells' chemical feed systems
3. Develop process design elements, including equipment selection and sizing, process flow schematics, control strategies, and motor lists.
4. Prepare conceptual and preliminary layouts, Process and Instrumentation Diagrams (P&IDs), and overall site plans.
5. Develop construction cost opinions and annual operating cost estimates.
6. Finalize layouts and prepare complete construction drawings and technical specifications. Drawings will be prepared in AutoCAD using project borders from Kapur. Donohue will use Donohue CAD standards for drawing development within the Kapur project borders. Specifications will be developed in 50 division format with standard Donohue formatting. Kapur will develop front end specifications.
7. Perform internal design coordination and quality control reviews.
8. Prepare and provide to Kapur documents for WDNR approval package for the pump house. Kapur will submit to WDNR. Donohue will provide:
  - a. Technical Specifications and Drawings
  - b. Chemical Feed Submittal Checklist Form 3300-227
  - c. Well Pump Submittal Checklist Form 3300-226
  - d. Pumphouse/Pumping Station Submittal Checklist Form 3300-304

e. Pump Discharge Line Submittal Checklist Form 330-296  
9. Obtain comments from WDNR through Kapur and incorporate into final documents.

Task 410 – Pump House Bidding Services

Kapur will develop bidding and contract documents.

4. Support Kapur in Pre-Bid Conference by attending meeting and providing information to familiarize bidders with the Work related to Pump House.
5. Respond to bidder inquiries provided by Kapur to interpret, clarify or expand on Contract Documents.
6. Provide addenda information to Kapur as necessary, including modification of drawings and/or specifications.

Donohue proposes the following schedule:

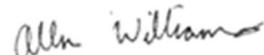
Task	Deadline
Complete Task 110 Records Review and Assessment	8 weeks after signed contract
Complete Task 120 Well Site Investigation Report	16 weeks after completion of subsurface investigation
Complete Task 205 Test Well Design	20 weeks after authorization to proceed
Complete Task 305 Production Well 18 Design	6 weeks after authorization to proceed
Complete Task 405 Pump House Design	20 weeks after authorization to proceed

The proposed fee is shown in Attachment A.

Sincerely,



Susan Wojtkiewicz, PE  
Senior Water Engineer



Allen Williams, PE  
Regional Vice President

Enclosures: As noted

# ATTACHMENT A

Plymouth Utilities Well 18

Kapur

02/18/26

## Levels of Effort (Hours) by Task

Project Roles	PM/QC	Client Advocate/QC	Process	Process	Water Quality/QC	HVAC	Structural	Jr. Structural	Controls	Jr. Controls	Electrical	Jr. Electrical
	Team Members	Wojtkiewicz	AWilliams	Buckingham	Rokita	Mosiman	Anderson	Reimes	TBD	Bergstrom	TBD	Bielanski
<b>100 Reconnaissance</b>												
105 Project Oversight & Kickoff Meeting	10	2	16									
110 Records Review and Assessment	8		16									
115 Subsurface Investigation	20											
120 Well Site Investigation Report	8	2	34									
<b>Totals</b>	<b>46</b>	<b>4</b>	<b>66</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>200 Test Well</b>												
205 Test Well Design & Bidding	24		40									
210 Test Well Construction	15		83									
215 Post Test Well Report	4		12	2	4							
220 Public Service Commission Construction Authorization	12		60									
<b>Totals</b>	<b>43</b>	<b>0</b>	<b>135</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>300 Production Well 18 Design &amp; Bidding</b>												
305 Production Well 18 Design	16		64	2								
310 Production Well Bidding Services	8		10									
315 Production Well Construction	19		103									
<b>Totals</b>	<b>43</b>	<b>0</b>	<b>177</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>400 Pump House Design &amp; Bidding</b>												
405 Pump House Design	64	2	180	24	16	60	10	80	10	80	10	80
410 Pump House Bidding Services	4		12	2		1	2		2		2	
<b>Totals</b>	<b>68</b>	<b>2</b>	<b>192</b>	<b>26</b>	<b>16</b>	<b>61</b>	<b>12</b>	<b>80</b>	<b>12</b>	<b>80</b>	<b>12</b>	<b>80</b>
<b>Total Hours All Phases</b>	<b>200</b>	<b>6</b>	<b>570</b>	<b>30</b>	<b>20</b>	<b>61</b>	<b>12</b>	<b>80</b>	<b>12</b>	<b>80</b>	<b>12</b>	<b>80</b>

## Labor Fee Summary by Phase

Project Roles	PM/QC	Client Advocate/QC	Process	Process	Water Quality/QC	HVAC	Structural	Jr. Structural	Controls	Jr. Controls	Electrical	Jr. Electrical
	Team Members	Wojtkiewicz	AWilliams	Buckingham	Rokita	Mosiman	Anderson	Reimes	TBD	Bergstrom	TBD	Bielanski
Hourly Labor Charge-Out Rates	\$220	\$220	\$165	\$220	\$165	\$145	\$205	\$165	\$240	\$165	\$240	\$165
Reconnaissance	\$10,120	\$880	\$10,890	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Test Well	\$9,460	\$0	\$22,275	\$440	\$660	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Production Well 18 Design & Bidding	\$9,460	\$0	\$29,205	\$440	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Pump House Design & Bidding	\$14,960	\$440	\$31,680	\$5,720	\$2,640	\$8,845	\$2,460	\$13,200	\$2,880	\$13,200	\$2,880	\$13,200
<b>Totals</b>	<b>\$44,000</b>	<b>\$1,320</b>	<b>\$94,050</b>	<b>\$6,600</b>	<b>\$3,300</b>	<b>\$8,845</b>	<b>\$2,460</b>	<b>\$13,200</b>	<b>\$2,880</b>	<b>\$13,200</b>	<b>\$2,880</b>	<b>\$13,200</b>

## Labor Fees and Expenses by Task

Total Hours	Labor Fee	Sub - Intera	Travel Expenses	Totals
28	\$5,280		\$400	\$5,680
24	\$4,400	\$7,500		\$11,900
20	\$4,400			\$4,400
44	\$7,810			\$7,810
<b>116</b>	<b>\$21,890</b>		<b>\$400</b>	<b>\$29,790</b>

Total Hours	Labor Fee	Travel Expenses	Totals	
64	\$11,880		\$11,880	
98	\$16,995	\$500	\$17,495	
22	\$3,960		\$3,960	
72	\$12,540		\$12,540	
<b>256</b>	<b>\$45,375</b>		<b>\$500</b>	<b>\$45,875</b>

Total Hours	Labor Fee	Travel Expenses	Totals
82	\$14,520		\$14,520
18	\$3,410		\$3,410
122	\$21,175	\$700	\$21,875
<b>222</b>	<b>\$39,105</b>	<b>\$700</b>	<b>\$39,805</b>

Total Hours	Labor Fee	Travel Expenses	Totals
616	\$107,290	\$400	\$107,690
25	\$4,815		\$4,815
<b>641</b>	<b>\$112,105</b>		<b>\$112,505</b>

## Total Labor Hours and Fee Summary

Labor Hours	Labor Fee	Total Fee
116	\$21,890	\$29,790
184	\$45,375	\$45,875
222	\$39,105	\$39,805
641	\$112,105	\$112,505
<b>1163</b>	<b>\$218,475</b>	<b>\$227,975</b>