

**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 (Alderspersons 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 (Alderspersons 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/Penkwitz 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 Sargento Development Agreement

Approval – Tim Blakeslee, City Administrator/Utilities Manager –

Blakeslee detailed the process of coming to terms with Sargento on a Development Agreement as part of TID financing for TID 9. Motion was made by Binder/Matzdorf to approve the Sargento 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 Penkwitz/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 Penkwitz/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.

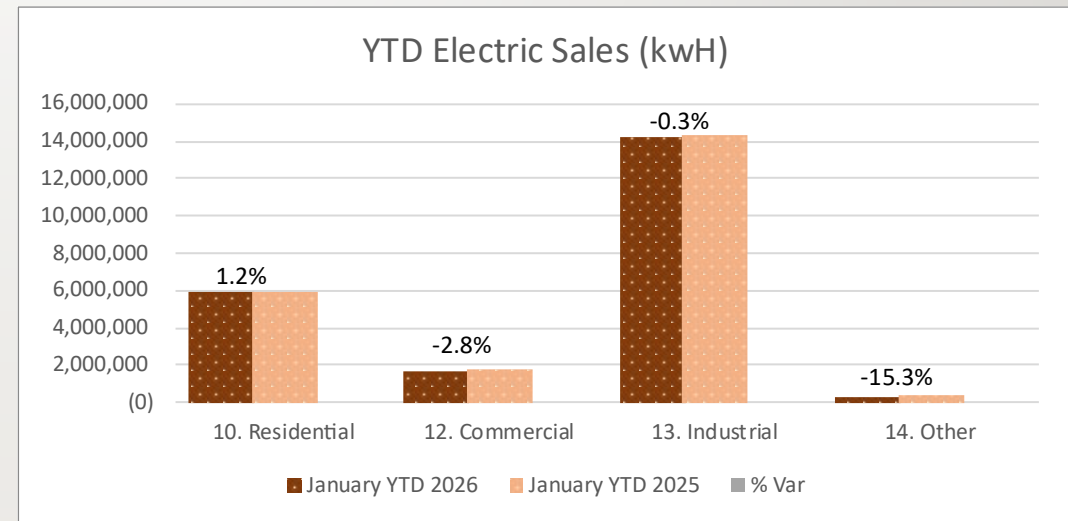
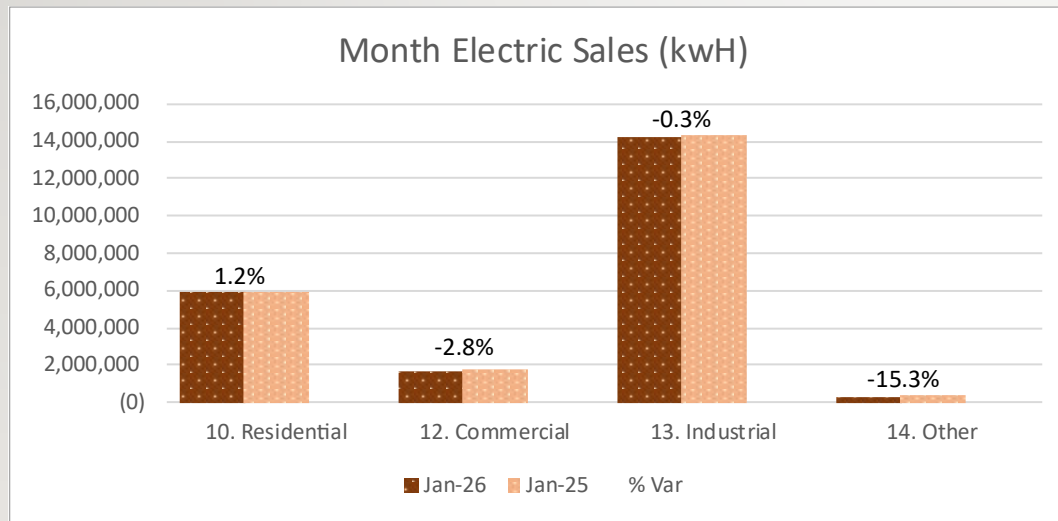


Plymouth Utilities

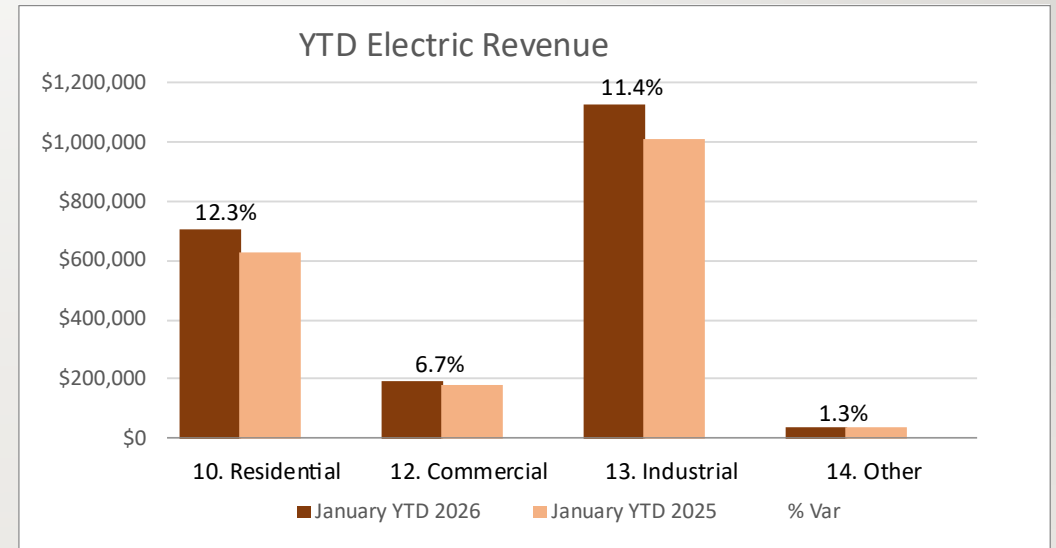
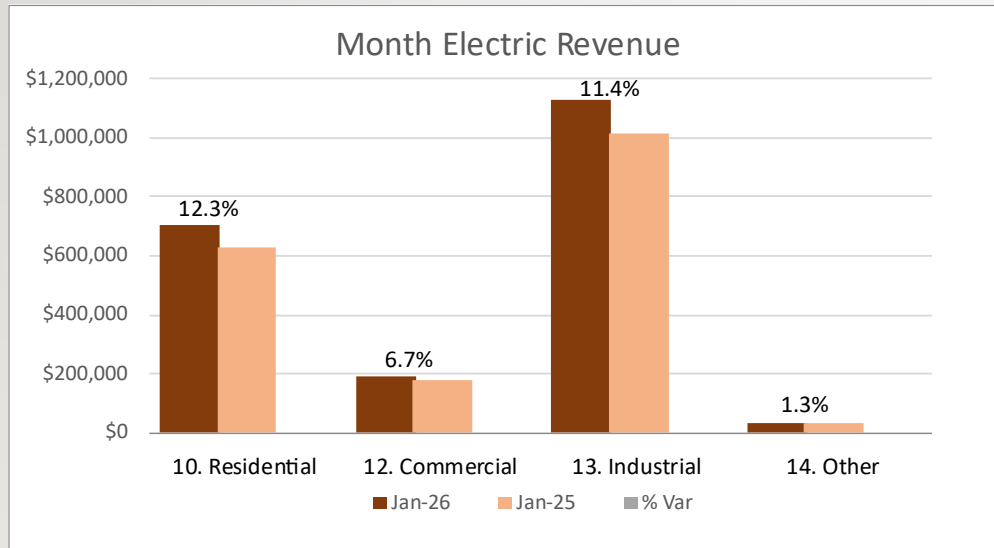
JANUARY 2026

SALES & REVENUE

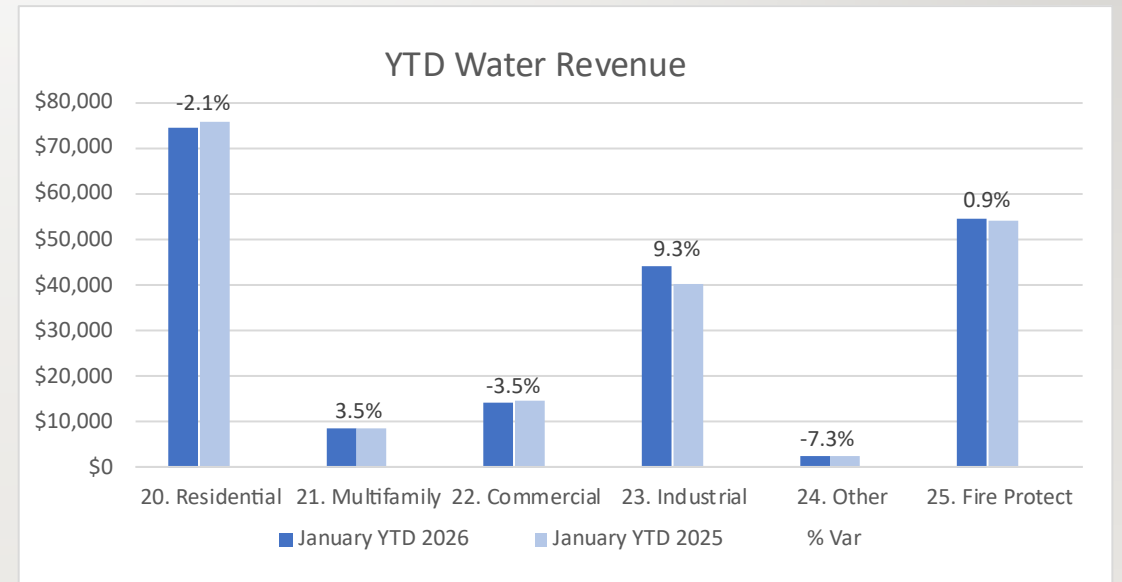
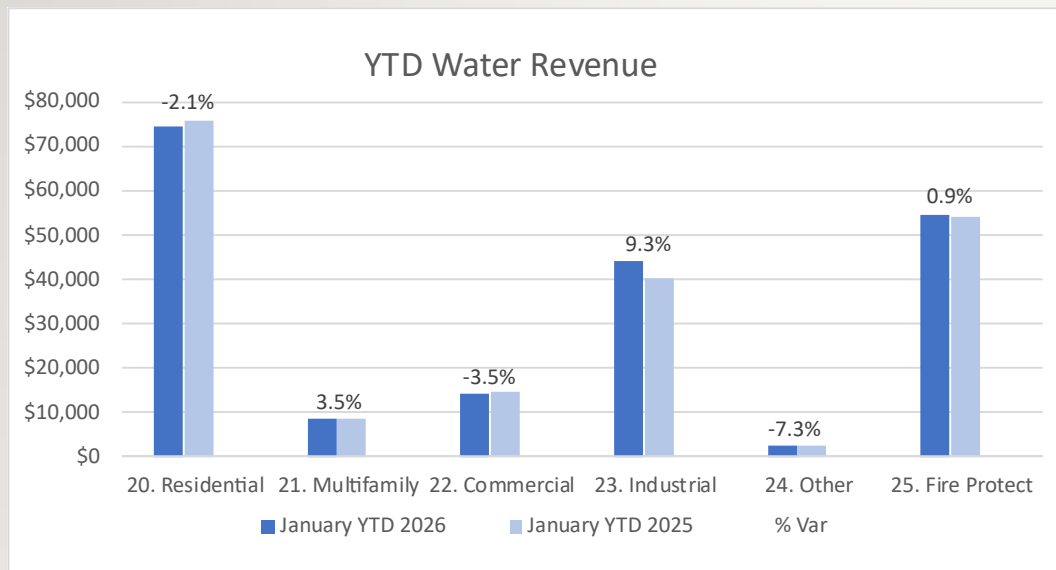
January 2026 Electric Sales



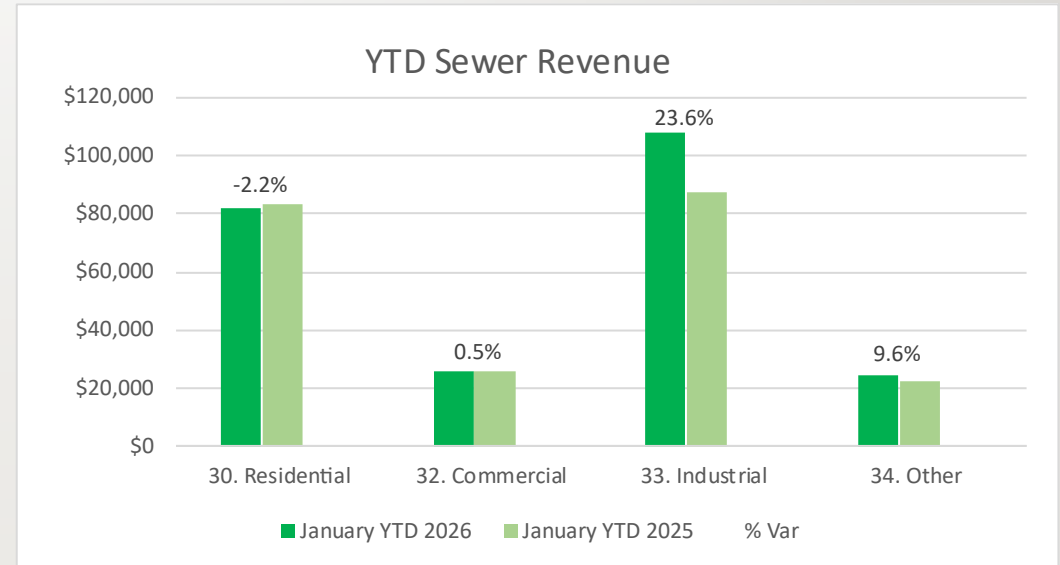
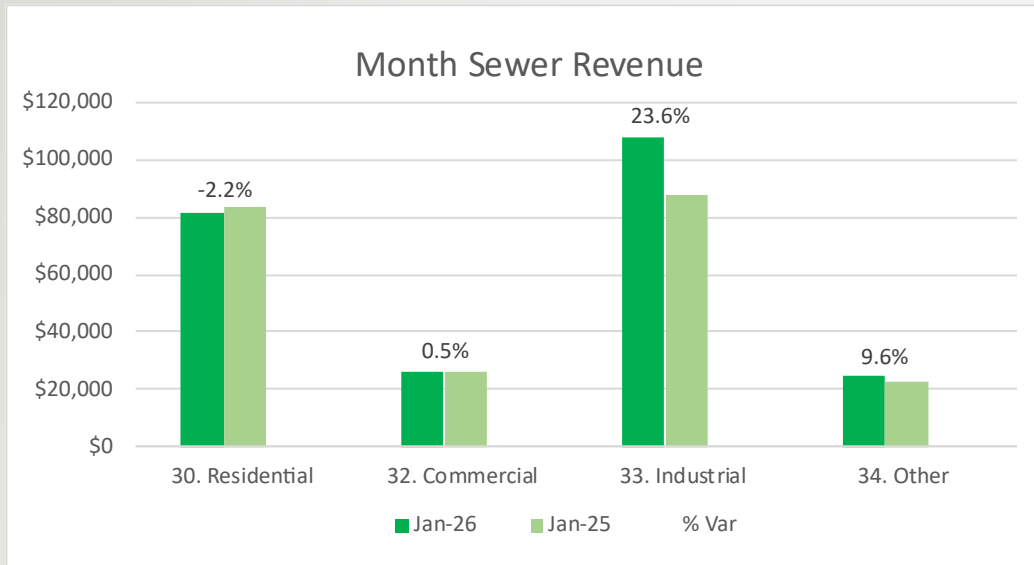
January 2026 Electric Revenue

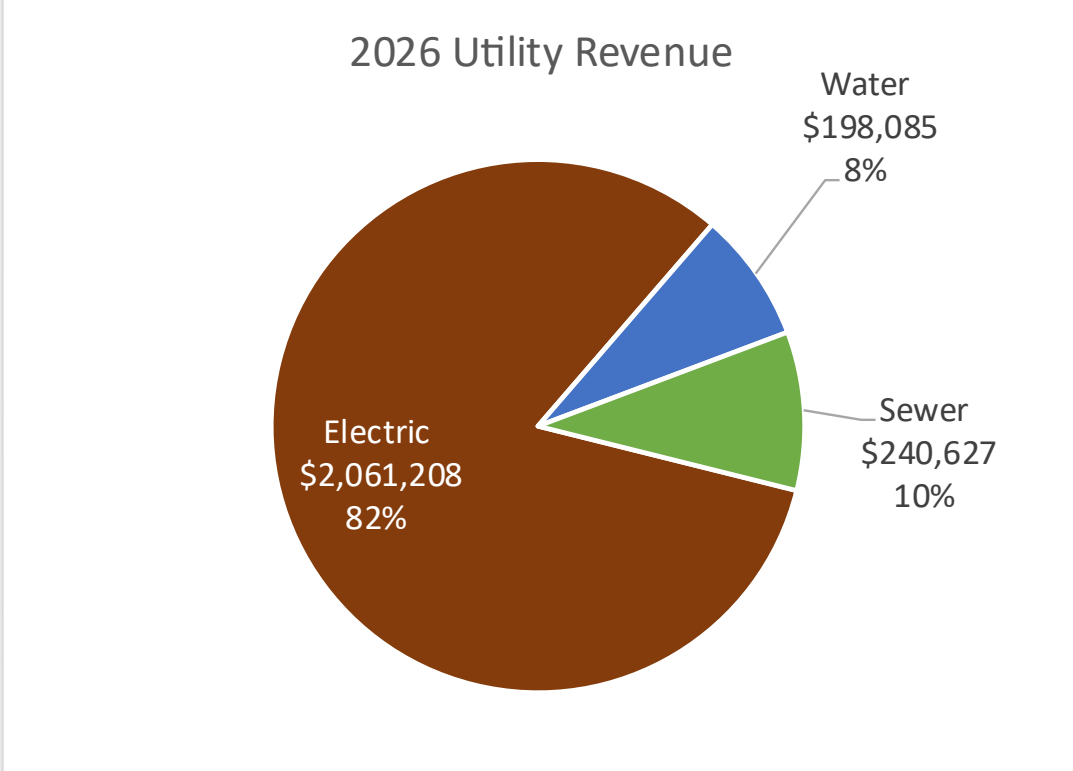


January 2026 Water Revenue



January 2026 Sewer Revenue





Report Criteria:

Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Check Number	Amount	Msg	Service
Write Off								
01/12/2026								
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>		
01/26/2026								
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>		
01/29/2026								
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>		
01/30/2026								
FARM CREST STORAGE L	5.88.43200.10	Write	1	Write-off		.85-	M	Multiple
Total 01/30/2026:						<u>.85-</u>		
Total Write Off:						<u>4,240.62-</u>		
Grand Totals:						<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 4th, 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 4th.

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: Herrmann 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 Herrmann/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: ~~SA~~ 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: 

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: JESSE SCHNEIDER (CITY CLUB)
Address: 278 E MILL ST
PLYMOUTH, WI 53073
Phone: 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: _____
IRISHMAUS 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 VIDEO AND ENDS
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 IRISHMAUS WALK FOR ST. PATRICKS DAY

\$25.00 Fee – Receipt No. 6.000035311 Date 2/9/26

Recommendation – Director of Public Works [Signature] 2-17-26

Recommendation – Chief of Police [Signature] #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 SCHMEIDER 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 SCHMEIDER Home Phone 920 201 8701 (Clerk/Treas. Initials)
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)
 - Block Party
 - Financial Gain Event (map required)
 - Community/Park Event
 - Parade/Street Closing (map required)
 - Runs/Walks (map required)
 - Business/Organization Event
 - Other _____

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

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

*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 [Signature] (Must be Applicant or Duly Authorized Agent)

Kenneth Ruggles

Chief of Police

Phone: 920-893-6541 **Fax:** 920-892-6143 **Web:** 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), 3rd Offense-8/5/2021—Misd. U, Found Guilty
 - b. OWI, 2nd 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

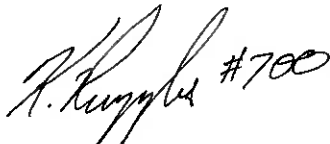
2. On Part D, Question 2 of his application, Mr. Sagorac indicated “No” to any offenses currently pending. Our investigation found a police report from the Slinger Police Department on 7/23/2025 where Mr. Sagorac forced entry to a house adjacent to his bar causing damage to a window. Mr. Sagorac was 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 3rd 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 2025 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,



Kenneth Ruggles

Chief of Police

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Class "A" Beer \$ _____ | <input type="checkbox"/> Class "B" Beer \$ _____ |
| <input checked="" type="checkbox"/> "Class A" Liquor \$ _____ | <input type="checkbox"/> "Class B" Liquor \$ _____ |
| <input type="checkbox"/> "Class A" Liquor (cider only) \$ _____ | <input type="checkbox"/> Reserve "Class B" Liquor \$ _____ |
| <input type="checkbox"/> "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) <i>Jerud Sagorac</i>			
2. Business Trade Name or DBA <i>Semper Fi Saloon</i>			
3. FEIN <i>393-82-0859</i>		4. Wisconsin Seller's Permit Number <i>456-1024770672-03</i>	
5. Entity Type (check one) <input checked="" type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization		7. Date of Organization	8. Wisconsin DFI Registration Number
9. Premises Address <i>202 Elizabeth St, Plymouth</i>			
10. City <i>Plymouth</i>		11. State <i>WI</i>	12. Zip Code <i>53073</i>
13. County <i>Sheboygan</i>		14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <i>Plymouth</i>	15. Aldermanic District
16. Premises Phone <i>414-531-4231</i>		17. Premises Email <i>jerud.sagorac@yahoo.com</i>	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. <i>Main level bar, restaurant, stage/dance floor, basement walk in cooler, bowling</i>			

20. Mailing Address (if different from premises address) <i>200 W Washington St</i>		
21. City <i>Slinger</i>		22. State <i>WI</i>
23. Zip Code <i>53086</i>		

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
Signature	Date	
	1-19-20	

Part E: For Clerk Use Only

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 Questionnaire

Date
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 Sagorac

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: Sagorac 2. First Name: Jerud 3. M.I.: G.

4. Relationship to Business (Title): Owner 5. Email: jerud.sagorac@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): 02/1978

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

Previous Address	City	State	Zip Code
3771A Esquire Ave	Cudahy	WI	53110
2202 W Forest Home	Milwaukee	WI	53215
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

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

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

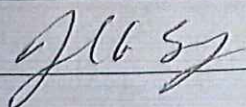
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

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 & pd for it
941.20(1)(b) ^{OVI 1st 2015} Milwaukee 10-24-16 Misdemeanor Walked to a friends house while open carry
346.63(1) Muskego 1-29-18 OVI and went down on Harley
346.63(1) West Allis 8-5-21 Standing next to Harley would not start OVI 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 Pell 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 Agent

Date
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)

Jerud G. Sagorac

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 Permit

5. 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

Sagorac

2. First Name

Jerud

3. M.I.

G

4. Email

jerud.sagorac@yahoo.com

5. Phone

414-531-4231

6. Home Address

200 W Washington St

7. City

Slinger

8. State

WI

9. Zip Code

53086

10. Date of Birth

2-22-78

11. Drivers License/State ID Number

5262-4277-8062-05

12. Drivers License/State ID State of Issuance

WI

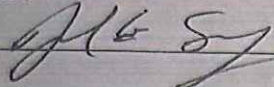
Part C: Agent Questions

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 →

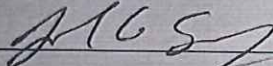
Part D: Business Attestation

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 Sagorac		First Name Jerud		M.I. G.
Title Owner	Email jerud.sagorac@yahoo.com		Phone 414-531-4231	
Signature 			Date 1-19-25	

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 Sagorac		First Name Jerud		M.I. G.
Signature 			Date 1-19-25	



Plymouth Fire Department

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

Plymouth Fire Department Annual Inspection Form Inspection Report

Business Name: Turner Hall Bar & Grill	Date/Time of Inspection: 02/03/2026 12:59:00
Address: 202 ELIZABETH ST, PLYMOUTH, WI, 53073	Inspected by: Wagner, Peter A.
Suite/Unit: --	Inspection Status: <u>Completed with fail</u>
Inspection Number: PFW-2026-0000022	Re-Inspection on or near: 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. 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 or Fire Chief Ryan Pafford at 920-893-3744 or email 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**



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

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



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

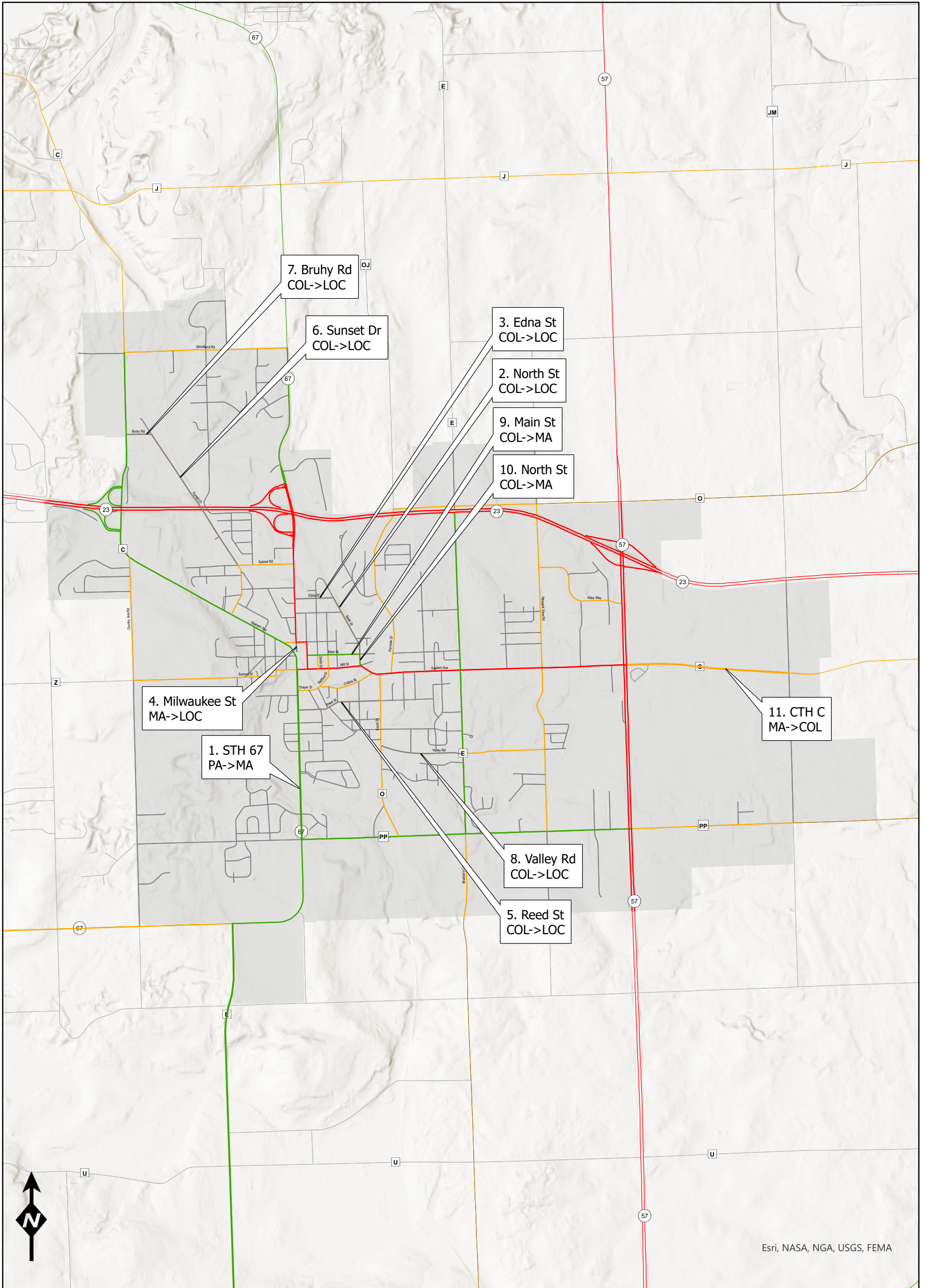
Donald O. Pohlman, Mayor

Attest:

Anna Voigt, City Clerk

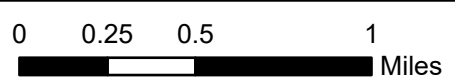
Plymouth

Functional Classification - Recommended Changes



Esri, NASA, NGA, USGS, FEMA

	Principal Arterial		Urban Area Boundary
	Minor Arterial		Other Nearby Urban Area
	Major Collector		Rural Area
	Local		Planned Route



WisDOT Bureau of Planning and Economic Development
 FHWA Approval Date: xx/xx/xx

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

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	Enviromental 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	
Task 1 - Reconaissance								
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
Subtotal Task 1								\$34,350.00
Task 2 - Test Well								
Project Oversight, coordination, meetings	20							\$3,900.00
Document reviews	2	2						\$740.00
Develop front end specications, 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
Subtotal Task 2								\$58,925.00
Task 3 - Production Well 18 Design and Bidding								
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 specications, 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
Subtotal Task 3								\$81,365.00
Task 4 - Pump House Design and Bidding								
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 specications, bidding documents, pre-bid conference, questions, addenda	8	8						\$2,960.00
Engineering Cost Estimates		2	8					\$1,310.00
Donohue								\$112,505.00
Subtotal Task 4								\$143,555.00
Mileage- Kapur								
Mileage								\$1,000.00
Subtotal Mileage								\$1,000.00
Project Total Cost for Scope of Services								\$319,195.00
If deemed necessary, Intera and drilling company 8 borings, 80' deep each								
								\$70,000.00

February 19, 2026

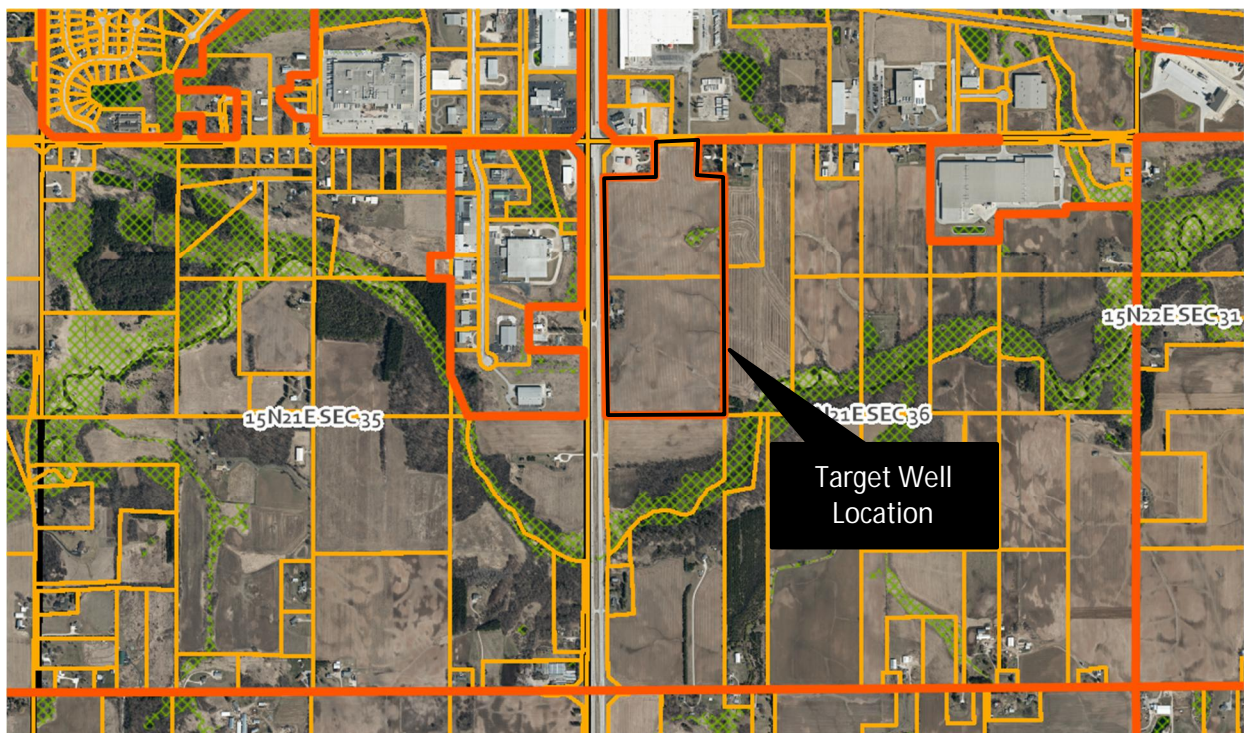
Mr. Aaron Groh
Kapur
7711 N. Port Washington Road
Milwaukee, WI 53217

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.

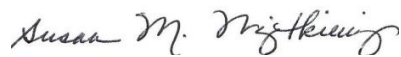
- 4. Support Kapur in Pre-Bid Conference by attending meeting and providing information to familiarize bidders with the Work related to Pump House.
- 5. Respond to bidder inquiries provided by Kapur to interpret, clarify or expand on Contract Documents.
- 6. Provide addenda information to Kapur as necessary,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

Donohue proposes the following schedule:

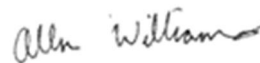
Task	Deadline
Complete Task 110 Records Review and Assessment	8 weeks after signed contract
Complete Task 120 Well Site Investigation Report	16 weeks after completion of subsurface investigation
Complete Task 205 Test Well Design	20 weeks after authorization to proceed
Complete Task 305 Production Well 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	TBD
100 Reconnaissance													
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									
Totals		46	4	66	0	0	0	0	0	0	0	0	0
200 Test Well													
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									
Totals		43	0	135	2	4	0	0	0	0	0	0	0
300 Production Well 18 Design & Bidding													
305 Production Well 18 Design		16		64	2								
310 Production Well Bidding Services		8		10									
315 Production Well Construction		19		103									
Totals		43	0	177	2	0	0	0	0	0	0	0	0
400 Pump House Design & Bidding													
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	
Totals		68	2	192	26	16	61	12	80	12	80	12	80
Total Hours All Phases		200	6	570	30	20	61	12	80	12	80	12	80

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
116	\$21,890		\$400	\$29,790
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
256	\$45,375		\$500	\$45,875
Total Hours	Labor Fee		Travel Expenses	Totals
82	\$14,520			\$14,520
18	\$3,410			\$3,410
122	\$21,175		\$700	\$21,875
222	\$39,105		\$700	\$39,805
Total Hours	Labor Fee		Travel Expenses	Totals
616	\$107,290		\$400	\$107,690
25	\$4,815			\$4,815
641	\$112,105		\$400	\$112,505

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	TBD
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
Totals		\$44,000	\$1,320	\$94,050	\$6,600	\$3,300	\$8,845	\$2,460	\$13,200	\$2,880	\$13,200	\$2,880	\$13,200

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
1163	\$218,475	\$227,975