

1. Meeting Material

Documents:

[PUBLIC WORKS AND UTILITIES COMMITTEE MEETING AGENDA 02-10-2026.PDF](#)

[PUBLIC WORKS AND UTILITIES COMMITTEE MEETING PACKET 02-10-2026.PDF](#)

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 Hauke
____ Dave Herrmann
____ Kevin Sande

Staff:

____ Anna Voigt
____ Tim Blakeslee

Other:

1. Call to Order & Roll Call
2. Approval of February 27, 2025 Meeting Minutes
3. Election of Committee Chair
4. Parking Structure Report
5. City Park Update
6. Adjournment

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.

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

THURSDAY, FEBRUARY 27, 2025

OFFICIAL MINUTES

**Plymouth City Hall
Council Chambers
Plymouth, WI 53073**

1. **Call to Order & Roll Call:** Chairperson Hildebrand called the meeting to order at 6:15 PM. On the call of the roll, the following members were present: Mayor Pohlman, David Herrmann, Greg Hildebrand, John Binder, and Angie Matzdorf. Others present were Alderperson Diane Gilson, Alderperson Jeff Tauscheck, Alderperson Mike Penkwitz, Alderperson John Nelson, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, Assistant Administrator/Community Development Director Jack Johnston, Director of Public Works Cathy Austin, IT Manager Dave Augustin, and City Clerk Anna Voigt.
2. **Approval of January 14, 2025 Meeting Minutes:** Motion was made by Pohlman/Binder to approve the minutes from January 2025. Upon the call of the roll, all voted aye. Motion carried.
3. **Update on Municipal Dam Project Schedule:** Adam Schneider from Ayres Associates updated the committee on the dam. The project was pushed back 4-5 months because of a negotiation for access on the western edge of the dam. Ayres will present the preliminary design package to the City in April and the final design in June. Ayres will submit design to the DNR in July. Schneider stated that the DNR review process will likely be for a few months. After the review process draw down of the Mill Pond will start in April 2026 and construction starting in June of 2026, with the refilling beginning in December of 2026.
4. **Update on Lead Laterals:** Director of Public Works Austin gave an update on the Lead and Copper Rule Revisions in 2023. One of the main changes was requiring all public water utilities to submit a water lateral material inventory list and notification requirement to consumers who have either lead laterals or unknown material laterals. In 2024 the United States Environmental Protection Agency updated the Lead and copper Rule Revisions creating the Lead and Copper Rule Improvements. One large change is a requirement to have all Utility owned lead laterals removed before November 2037. Hildebrand asked if residents are receiving a Water / Sewer Lateral Loan Application with the notices. Austin stated that there are currently 44 applicants in the Water / Sewer Lateral Loan Program. Currently residents are informed as annual street work is being done. The Utility has replaced laterals on their side during annual street projects. It is up to the resident to decide if they want to replace their side. Residents were made aware of the program in letters sent out with confirmed and unknown lead lines. The program will continue to be offered as long as there are funds available. Binder asked if new buyers are made aware of lead lines. Austin stated after 2037 they will be informed 6 months after the purchase. Pohlman asked if there has ever been a certain deadline given previously to have all laterals replaces. Austin

stated this is the first time a date has been given. Some communities have started replacing prior to given a date. Some communities have decided to start replacing laterals and not doing street projects. Austin stated it will have to be a conversation in the future to get them all replaced by 2037.

5. **Adjournment:** Motion was made by Pohlman/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



DATE: February 6, 2026

TO: Public Works and Utility Committee

FROM: Cathy Austin, PE, Director of Public Works

RE: Parking Structure Inspection

The City contracted Kapur and Associates to evaluate the structural elements of the parking structure located at 515 E. Mill Street. The structure was originally constructed in 1965.

Kapur performed a visual inspection of the parking structure in late October 2025. The inspection included a review of the concrete deck, beams, joists, columns, and associated structural components. The inspection report, dated December 3, 2025, is attached for review.

Overall, the inspection found the structure to be in generally good condition, with minor scattered deterioration and identified maintenance and repair recommendations. The report outlines priority items, preventative maintenance measures, and non-structural observations, including recommendations related to cracking and localized concrete deterioration.

At the Public Works and Utility Committee meeting, Aaron Groh, P.E., with Kapur and Associates, will provide a summary of the inspection findings and will be available to answer any questions.

2025 Visual Inspection Report

City of Plymouth Parking Structure – 515 E. Mill St.

To: Cathy Austin, Director of Public Works/City Engineer
City of Plymouth
900 CTH PP, Plymouth, WI 53073

Date: December 3, 2025

From: Samruddhi Kolhe, E.I.T. (Kapur Structural Engineer)

CC: Mohammed Zagloul, P.E. (Kapur Structural Dept. Manager)
Aaron Groh, P.E. (Kapur Municipal Dept. Manager)

Subject: 515 E. Mill St. Parking Structure - Inspection Findings and Recommendations

Purpose:

The scope of the project is to visually inspect the City of Plymouth Parking Structure located at 515 E. Mill St, Plymouth, WI 53073. Primary tasks include visually inspecting the structural elements of building, identifying deficiencies, and providing recommendations for maintenance. This inspection was initiated in response to a citizen's complaint regarding falling concrete while walking under the structure.

Project Background:

The parking structure was constructed in 1965 located in downtown Plymouth near Stayer Park. The single-story structure has approximately 50,000 square feet of deck area. Originally the parking structure had two entrances. The west entrance through a ramp no longer exists. The only entrance to the parking structure is through Mill Street. The system is composed of 4-inch deck on 36-inch joists that frames in a collector girder and are supported by round concrete columns. The concrete deck was treated with epoxy overlay.

Structure as-built plans are available dated May 1965. Repairs were made to the deck as per plans made by Kapur & Associates in December 2016.

Refer to Attachment A for photos of typical structural elements and their general conditions. Photo index is included for description of the photos.

Inspection Findings:

A visual inspection was performed on October 29th, 2025, by Samruddhi Kolhe & Shannon Connolly of Kapur and Associates. The inspection began at the southwest corner of the structure by the river, followed by the deck inspection on the first story.





Overall observations:

- The structure is generally in good condition with only minor scattered deterioration observed.
- The structure does not match the as-built plans. Span lengths are as follows starting from South end
Span 1: 29'-0", Span 2: 35'-0", Span 3: 29'-0", Span 4: 35'-0", Span 5: 13'-7" ± to the wall face.
- Columns are in fair condition. (Photo #6)
- Delamination and cracking on concrete joist (Photo #9)
- Deck cracks extended beyond patches from previous rehabilitation (Photo #12)
- Efflorescence and delamination on concrete beam on concrete joist (Photo #13, Photo #14 & Photo #15)
- Loose concrete, exposed rebar at the staircase. (Photo #17, Photo #18, Photo #20 & Photo #21)
- Section Loss and exposed rebar with corrosion at concrete joist (Photo #13, Photo #25 & Photo #27)
- Section loss on beam at the North joint (Photo #28)

Non-structural Element Observations:

- Bulges in asphalt (Photo #11 & Photo #24)

Recommendations:

Recommendations are summarized below. Sealing cracks should be prioritized as they are rehabilitative. Items such as surface cleaning and sealing are preventative maintenance that will aid in maintaining the current condition of the concrete surfaces. Non-structural items have been included.

- Cracks in concrete beam and concrete joist
 - Cleaning
 - Seal any unsealed cracks*
 - Surface Sealing
- Section loss & exposed rebar
 - Clean exposed rebar
 - Install anodic protection elements and wire mesh if necessary
 - Complete surface repairs at spalls*
- Staircase
 - Not fit to be used in current condition
 - Remain closed or could be demolished
- Non-Structural Items: Asphalt
 - Remove existing asphalt
 - Re-grade sub-base
 - Repave lower parking area

(*High or Medium Priority Items)



Conclusion:

Overall, the condition of the structure is good. The highest priority would be to monitor and/or repair the cracks observed in concrete beams, concrete joist and the joint at the North end of the structure.

Staircase needs to remain closed off.

High or medium priority items include sealing cracks and performing concrete surface repairs on concrete beams & concrete joists where there is spalling and section loss. Minor repair on overlay is needed.

Preventative maintenance items on structural elements can happen at any time, however the sooner they are performed, the more effective they will be at extending the life of a structure. A typical cycle for re-sealing of a concrete deck depends on several factors. The Wisconsin Department of Transportation has bridges on a 3 to 5 year deck sealing cycle utilizing a 40% silane product. It is anticipated that a longer cycle can be utilized for a parking structure under lower use/loading and lower use of salt during winter operations.

Photo # - Photo Description

- 1) Overview looking East
- 2) Overview looking North
- 3) Overview looking North
- 4) Overview looking West
- 5) Southwest corner overhang
- 6) Typical Column
- 7) Drain on south edge
- 8) Typical existing light fixtures
- 9) Typical section with exposed rebar with loss of section
- 10) Typical patch work from previous rehabilitation
- 11) Typical Asphalt settlement
- 12) Typical patchwork done underneath deck from previous rehabilitation. Crack has extended.
- 13) Typical loss of section & exposed rebar on the beam
- 14) Typical efflorescence in the main beams
- 15) Joint between the structure and adjoining building at the east end. Efflorescence on the main beam
- 16) Bottom landing of the closed off staircase looking North
- 17) Bottom landing of the closed off staircase looking West
- 18) Bottom landing of the closed off staircase looking South
- 19) Bottom landing of the closed off staircase looking East
- 20) Spalling concrete from the bottom of the staircase & exposed rebar
- 21) Spalling concrete from the bottom of the staircase & exposed rebar
- 22) Closed garage
- 23) Drain on the north end of the structure
- 24) Deteriorating and uneven asphalt
- 25) Typical loss of section, exposed rebar and crack in beams
- 26) Joint between parking structure and building on north. Spalling of concrete at joint.
- 27) Joint at north end looking South
- 28) Loss of section, exposed rebar and loose concrete at the main beam on the North end (at the joint)
- 29) Efflorescence and delamination on the main beam from drain on the deck
- 30) Section loss and exposed rebar at the bottom of the deck (North end)
- 31) Storage at the North end of the structure
- 32) Overview of the deck
- 33) Damaged railing
- 34) Drain at the top of the deck
- 35) Overview of the deck looking West
- 36) Typical lighting on the deck
- 37) Typical deck overlay flaking
- 38) Typical deck overlay patching
- 39) Closed off stairwell entrance from the deck



PHOTO #1



PHOTO #2



PHOTO #3



PHOTO #4



PHOTO #5



PHOTO #6



PHOTO #7



PHOTO #8



PHOTO #9



PHOTO #10



PHOTO #11



PHOTO #12



PHOTO #13



PHOTO #14



PHOTO #15



PHOTO #16



PHOTO #17



PHOTO #18

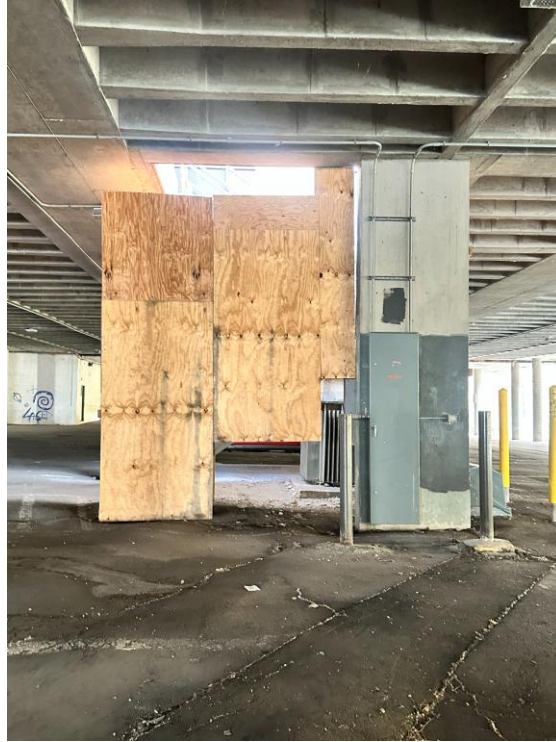


PHOTO #19



PHOTO #20



PHOTO #21



PHOTO #22



PHOTO #23



PHOTO #24



PHOTO #25



PHOTO #26



PHOTO #27



PHOTO #28



PHOTO #29



PHOTO #30



PHOTO #31



PHOTO #32



PHOTO #33

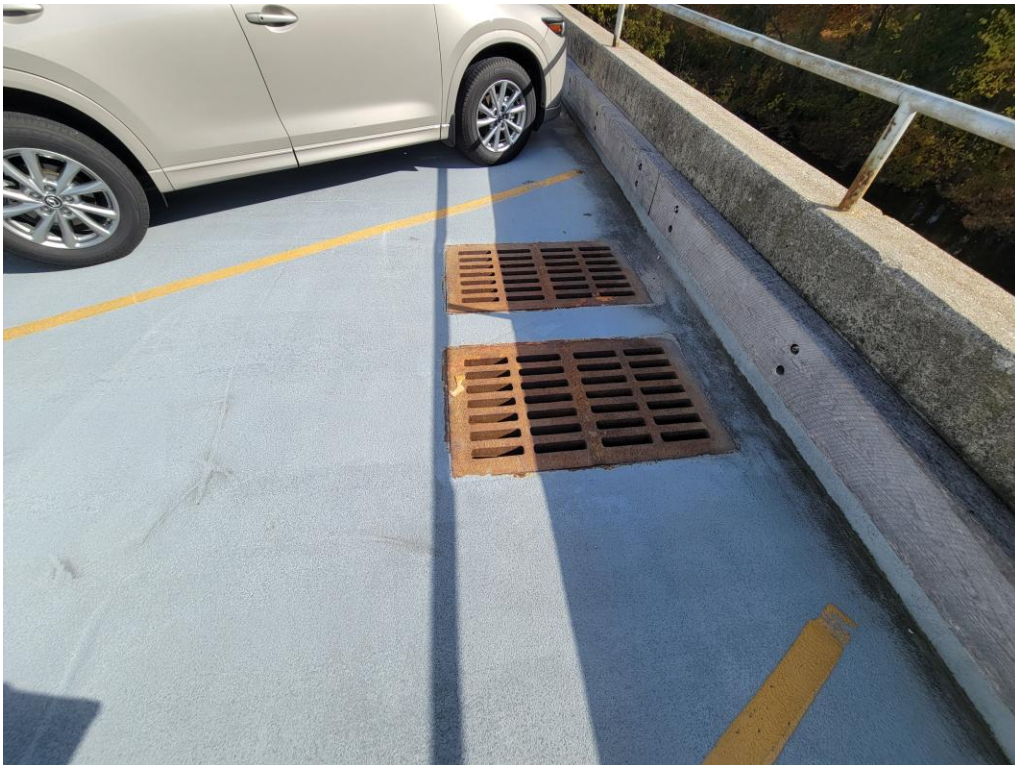


PHOTO #34



PHOTO #35



PHOTO #36



PHOTO #37



PHOTO #38



PHOTO #39



DATE: February 5, 2026

TO: Public Works and Utility Committee

FROM: Cathy Austin, PE, Director of Public Works

RE: City Park Project - Update

The City hired Parkitecture + Planning in 2025 to assist with the development of conceptual layout options for City Park.

On September 24, 2025, the City held a Public Open House to gather community input regarding potential improvements to the park. The event, facilitated by Parkitecture + Planning, was well attended, with approximately 50 participants. Attendees reviewed conceptual imagery, provided written comments, and engaged in discussion regarding future park amenities.

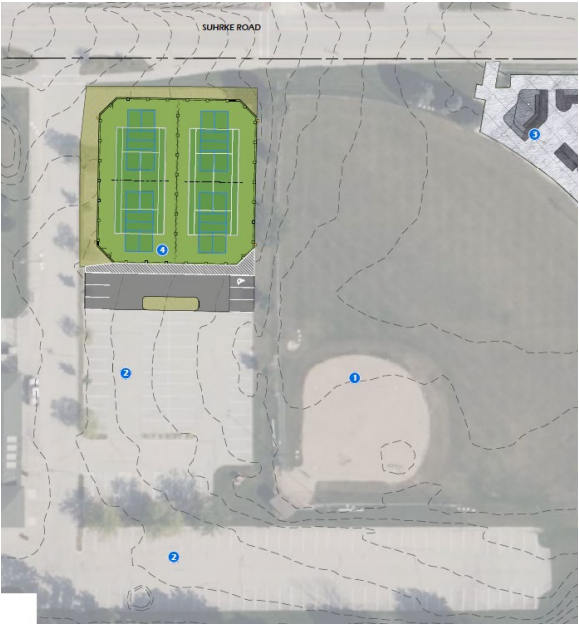
Public feedback covered a wide range of topics, including playground renovations, pool facilities, accessibility improvements, pathway connections, parking, and other amenities.

The Parks Commission met on October 27, 2025, to review the public input and discuss next steps. During that meeting, the Commission discussed whether pickleball courts should be included within City Park. After discussion, the Parks Commission expressed a preference for tennis courts that are also striped for pickleball, rather than dedicated pickleball-only courts.

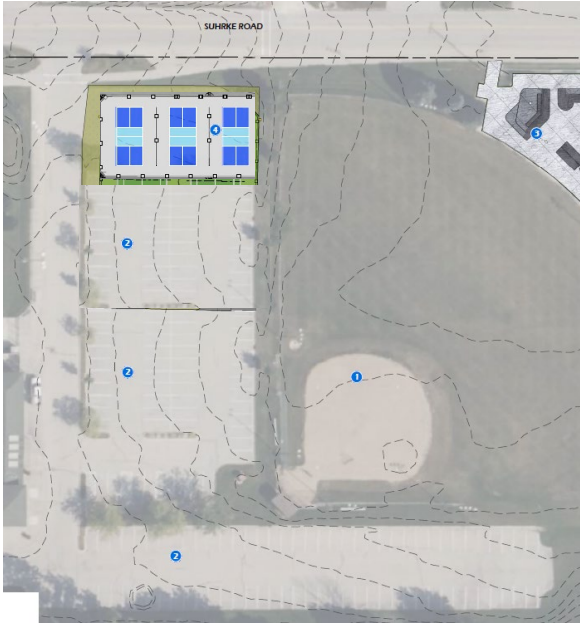
Following the Parks Commission meeting, staff met with Parkitecture + Planning to discuss this direction. As a result, Parkitecture + Planning has identified the following potential options for consideration should tennis courts with pickleball striping or pickleball courts be pursued within City Park. All options would result in a loss of parking.

At this time, staff is seeking feedback from the Public Works and Utility Committee on whether a reduction in parking is an acceptable tradeoff to accommodate courts within City Park, or whether the loss of parking would not be supported by the Public Works and Utility Committee. This direction will help staff and Parkitecture + Planning determine whether to continue refining court options within City Park.

Option #1: Tennis/Pickleball Courts (loses approx. 56 parking spots)



Option #2: Three Pickleball Courts (loses approx. 27 parking spots)



Option #3: Four Pickleball Courts (loses approx. 38 parking spots) (Three courts would be approx. 28 spots)



Next Steps:

After receiving feedback from the Committee of the Whole regarding the potential loss of parking and the inclusion of pickleball and/or tennis courts, staff will work with Parkitecture + Planning to finalize a proposed City Park layout.

Following that work, a final discussion of the preferred concept and an associated implementation plan will be brought forward to the Committee of the Whole for review and direction.