

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, JULY 8, 2025 COMMON COUNCIL MEETING  
7:00 PM COUNCIL CHAMBERS, ROOM 302  
128 SMITH ST. PLYMOUTH, WI 53073**

**OFFICIAL MINUTES**

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

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

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

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

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