

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, AUGUST 12, 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, Mike Penkwitz, John Binder, Greg Hildebrand, and Kevin Sande. Also present: City Administrator/Utilities Manager Tim Blakeslee, Assistant Administrator/Community Development Director Jack Johnston, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, 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/Herrmann to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meeting held Wednesday, July 23 and Tuesday, July 29, 2025**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 07/01/2025 – 07/31/2025**
  - C. **Minutes acknowledged for filing — Police and Fire Commission: July 1 – Library Board: July 7 – Finance and Personnel: July 29 – Committee of the Whole: July 29**
  - D. **Building Report for July 2025 – 44 Permits at \$8,611,288**
  - E. **Approve Temporary “Class B” Wine and Class “B” Beer License for St. John Lutheran Church and School, at 222 Stafford St. on October 11, 2025 from 4 PM – 11 PM, for Oktoberfest. Underage persons are requested on premise.**
  - F. **Approve change of agent for “Class A” Alcohol License for GPM Southeast, LLC (R-Store) to Regina Nievinski – Approved by Clerk’s Office and Police Department**
  - G. **Approve Temporary “Class B” Wine for the Cheese Capital Wine Walk hosted by Plymouth Chamber of Commerce on August 15, 2025 from 6:00 PM – 9:00 PM.**
4. **Audience Comments: Citizens comments must be recognized by the mayor or presiding officer and are limited to three minutes per person from those signed in on the registration sheet located at the back of the Council Chambers prior to the start of the meeting.:** None
5. **Items removed from Consent Agenda:** None
6. **Resolution:**
  - A. **No. 10 – Commendation for Alderman Greg Hildebrand –** Mayor Pohlman read the Resolution commending Alderman Hildebrand. Hildebrand said a few words thanking all Alderpeople he has worked with and the Mayor for helping him through the years. Motion was made by Penkwitz/Tauscheck to approve Resolution No. 10. Upon the call of the roll, all voted aye. Motion carried.

7. **Proclamation:**

- A. **Recognition for Ben Phillips for Completing the Requirements for the Highly Honored Eagle Award** – Mayor Pohlman recognized Ben Phillips for completing the requirements for the highly honored Eagle Award. Motion was made by Hildebrand/Binder to approve the Proclamation. A unanimous aye vote was cast. Motion carried.

8. **New Business:**

- A. **Presentation and Report Acceptance of the 2024 Audit** – Russo explained that the City and Utility continue to be in solid financial shape as of the end of 2024. Russo along with Aaron Worthman and Justin Hoagland from Baker Tilly presented financial highlights. Motion was made by Binder/Matzdorf to accept the 2024 audit reports and related financial statements. Upon the call of the roll, all voted aye. Motion carried.
- B. **Discussion and Possible Action on Extraterritorial Certified Survey Map (CSM); Parcel numbers 59016217350 and 59016217360 - located on Sandstone Lane in the Town of Plymouth** – Johnston explained the Rortvedt Trust has submitted a CSM for extraterritorial review and approval by the City of Plymouth due to the property being within the 1.5-mile extraterritorial review area. The property is located within the Town of Plymouth and received Town approval. Motion was made by Hildebrand/Tauscheck to approve the Extraterritorial CSM. Upon the call of the roll, all voted aye. Motion carried.
- C. **Discussion and Possible Action on Library Renovation Plan** – Blakeslee explained that the 2024 Budget allocated funding for the Plymouth Public Library to conduct a space needs analysis. Over the spring and summer of 2024, the library partnered with its selected consultant, FEH and a task force of citizen volunteers to assess necessary upgrades and updates to the current facility. After being presented to the Committee of the Whole the committee recommended a phased approach to address immediate repairs and renovations while applying for a flexible facilities grant that did not require matching contribution. In late 2024 unfortunately staff was notified that the flexible facilities grant application was unsuccessful. In 2025 a resolution formally established the Ad Hoc Library Repair, Renovation, and Expansion Committee. The committee has focused on reviewing immediate and mid-term needs. Several immediate repair items will be addressed in the 2026 City budget cycle. To properly plan for additional immediate and mid-term needs – and to avoid duplicative work the Committee put out a request for proposals for an Interior Renovation Master Plan. Four proposals were received and the unanimous recommendation of the Ad Hoc was to move forward with Somerville Architects/Engineers. Motion was made by Tauscheck/Herrmann to approve the proposal from Somerville Architects/Engineers as presented. Upon the call of the roll; Gilson, Tauscheck, Herrmann, Matzdorf, Binder, and Penkwitz voted aye, Sande and Hildebrand voted no. Motion carried.

9. **Adjourn to 7:00 PM on Tuesday, August 26, 2025:** Motion was made by Tauscheck/Hildebrand to adjourn the meeting. A unanimous aye vote was cast. Motion carried.