

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, SEPTEMBER 9, 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 7:07 PM. On the call of the roll, the following were present: Dave Herrmann, Angie Matzdorf, Diane Gilson, Mike Penkwitz, Jeff Tauscheck, John Binder, and Kevin Sande. Also present: City Administrator/Utilities Manager Tim Blakeslee, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Director of Public Works Cathy Austin, HR Specialist Leah Federwisch, Electrical Operation Manager Ryan Roehrborn, Finance Manager Chris Russo, IT Manager Dave Augustin, 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 Herrman/Tauscheck to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, August 26, 2025**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 08/01/2025 – 08/31/2025**
 - C. **Minutes acknowledged for filing — Police and Fire Commission: August 5 – Community Television: August 11 - Finance and Personnel: August 26**
 - D. **Building Report for August 2025 – 35 Permits at \$592,903**
 - E. **Approve Application for Event: Plymouth Ladewig-Zinkgraf Post 243 – Trunk or Treat, to be held October 26 from Noon – 4 PM. Request Park Shelter Fee to be Waived.**
 - F. **Approve Annual Mobile Home Park Application: Schmidt Properties – Cedar View Mobile Home Park**
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:** John Nelson invited the public to come to the sugar shack and press apples. Kelly Ronn spoke about trunk or treat at Stayer Park.
5. **Items removed from Consent Agenda:** None
6. **Old Business:**
 - A. **Possible Appointment and Swearing in of new District 1 Alderperson -** City Administrator/Utilities Manager Blakeslee explained that an Alderperson vacancy exists in the District 1 due to the resignation of Alderperson Greg Hildebrand. Two applicants Dana Pittner-Hauke and Tyler Rezachek were interviewed by the Council on August 26. Motion was made by Matzdorf/Binder to nominate Dana Pittner-Hauke. Motion was made by Sande to nominate Rezachek. With no second the motion died. Call of the roll

on the first motion. Penkwitz, Matzdorf, Tauscheck, Gilson, and Binder voted aye. Sande voted no. Herrmann abstained. Motion carried. Clerk Voigt administered the oath of office for Dana Pittner-Hauke.

7. Proclamation:

- A. Recognition of Constitution Week in the City of Plymouth September 17-23**– Mayor Pohlman read the proclamation. Motion was made by Tauscheck/Gilson to approve the proclamation. Upon the call of the roll, all voted aye. Motion carried. Mayor Pohlman presented the proclamation to the Plymouth Chapter of the Daughters of the American Revolution.

8. New Business:

- A. Announcement of Plymouth City Park Open House on Wednesday, September 24 from 5:30 PM – 6:30 PM in the Fire Department Training Center.** – Mayor Pohlman announced the Open House.
- B. Update on City/Utility Information Technology** – IT Manager Augustin gave his updates he’s worked on in the past year. He also gave an overview on the projects for the upcoming year.

9. Resolution:

- A. No. 11 Resolution Amending the City of Plymouth Zoning and Subdivision Fee Schedule** – City Administrator/Utilities Manager Blakeslee explained that with a recent change to zoning code related to non-conforming structures and substandard lots it makes sense to update the zoning fee schedule. Also adding a charge for Plan Commission Determination of Use will be added. Motion was made by Binder/Tauscheck to approve Resolution No. 11. Upon the call of the roll, all vote aye. Motion carried.

10. 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 (1)(g) conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding- Claim from NJC Painting Inc and Woodas

11. Entertain a Motion to go into Open Session: Motion was made by Tauscheck/Matzdorf to go into open session. Upon the call of the roll, all voted aye. Motion carried.

12. Discussion and Possible Action on Closed Session Item: Motion was made by Tauscheck/Penkowitz to approve the claim from NJC Painting Inc. Upon the call of the roll, all voted aye. Motion carried.

13. Adjourn to 7:00 PM on Tuesday, September 23, 2025: Motion was made by Herrmann/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.