

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, OCTOBER 14, 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: Angie Matzdorf, Jeff Tauscheck, Diane Gilson, Dana Haucke, Mike Penkwitz, John Binder, 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 Chief Matt Starker, Director of Public Works Cathy Austin, Electrical Operation Manager Ryan Roehrborn, HR Specialist Leah Federwisch, 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 Binder/Tauscheck to approve the consent agenda removing Community Television for further discussion. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, September 23, 2025**
 - B. **Approve City and Utility Reports:**
 - I. **List of City & Utility Vouchers dated 09/01/2025 – 09/30/2025**
 - C. **Minutes acknowledged for filing — Plan Commission: September 4 - Library Board: September 8 – Community Television: September 8 – Finance & Personnel Committee: September 30 - Housing Authority: October 8**
 - D. **Building Report for September 2025 – 43 Permits at \$1,779,341**
 - E. **Approval to Allow Alcohol During Downtown Cauldron Crawl on October 18**
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:** Binder brought attention to the Community TV minutes and a new series the Community Television is doing called “The Way It Was”. Binder asked to add it to the City Newsletter. Motion was made by Binder/Penkowitz to acknowledge the Community Television minutes. Upon the call of the roll, all voted aye. Motion carried.
6. **Ordinance:**
 - A. **No 15. An Ordinance Annexing Territory from the Town of Plymouth to the City of Plymouth Pursuant to Wis. Stat. 66.0217 (2) Parcel #59016222380, 59016222373, 59016222390, 59016222404 –** Blakeslee explained the Plymouth Industrial Development Corporation (PIDC) owns parcels 59016222380, 59016222373, 59016222390, and 59016222404 located south of highway 67. In August 2025 PIDC filed a petition to annex the

parcels into the City of Plymouth. The DOA determined that the proposed annexation is in the public interest. Motion was made by Penkwitz/Tauscheck to approve Ordinance 15. Upon the call of the roll, Penkwitz, Binder, Matzdorf, Haucke, Gilson and Tauscheck voted aye; Sande voted no. Motion carried.

7. New Business:

- A. Discussion and Possible Approval of bid for Plymouth Utilities Storage Building with Elite Builders** – City Administrator/Utilities Manager Blakeslee explained that for more than five years, Plymouth Utilities has planned for the construction of an indoor storage facility to house utility equipment. The 2025 budget included \$200,000 in the Utility Capital Improvement Plan to begin the planning, design, and preparation for the Plymouth Utilities Storage Building. A request for bids was released in September 2025, and the bid opening occurred on October 8. Motion was made by Tauscheck/Matzdorf to approve the bid from Elite Builders in an amount not to exceed \$1,614,918.56 for the construction of the Plymouth Utilities Storage Building. Upon the call of the roll, all voted aye. Motion carried.
- B. Discussion and Possible Action on 2025 Employee Handbook** – City Administrator/Utilities Manager Blakeslee explained that the handbook was last updated in 2013. Since then legal requirements have changed, human resources best practices have been updated, standard city practices have evolved, and the 2024 compensation and classification study has been completed outlining how employee benefits compare to other organizations. Motion was made by Tauscheck/Penkowitz to approve the 2025 Employee Handbook. Upon the call of the roll, all voted aye. Motion carried.
- C. Discussion and Possible Action on State Municipal Financial Agreement – Highway 67 (Connecting Highway)**– Director of Public Works Austin explained the WisDOT is planning potential resurfacing project on Highway 67 in 2032. The section of roadway between South River Boulevard and Mill Street is designated as a Connecting Highway. Under state law, municipalities are required to share in the cost of improvements to connecting highways. Motion was made by Tauscheck/Penkowitz to approve the State Municipal Financial Agreement with WisDOT for the design of the resurfacing project on STH 67. Upon the call of the roll, all voted aye. Motion carried.
- D. Discussion and Possible Action on Easement with Wisconsin Public Service Corporation West Stafford Street Parking Lot: Parcels 59271802560, 59271802540, 59271802530, 59271802520, and 59271803880** – Director of Public Works Austin explained that WPS is requesting a 12-foot-wide easement for the relocation of a gas line within the W. Stafford St. Parking Lot. In preparation for the planned City and Utility project scheduled for 2026, WPS needs to relocate the existing gas line. With the City's recent property acquisitions in this area, WPS is finalizing the easement documents to include all applicable parcels. Motion was made by Binder/Sande to approve the WPS easement request for the gas line relocation within the W. Stafford St. Parking Lot.
- E. Appoint Amy Odekirk to Board of Appeals to fill vacancy until 2026 Mayor Appoints / Council Confirms** – Mayor Pohlman appointed Amy

Odekirk to Board of Appeals. Motion was made Matzdorf/Tauscheck to confirm the appointment. Upon the call of the roll, all voted aye. Motion carried.

8. **Entertain a Motion to go into Closed Session for the following:** Motion was made by Tauscheck/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 Woodas

AND

Pursuant to Wis. Stat. 19.85(e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session – Sartori

AND

Pursuant to Wis. Stat. 19.85(e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session – Sargento

9. **Entertain a Motion to go into Open Session:** Motion was made by Matzdorf/Tauscheck to go into Open Session. Upon the call of the roll, all voted aye. Motion carried.
10. **Discussion and Possible Action on Closed Session Item:** None
11. **Adjourn to 7:00 PM on Tuesday, October 28, 2025:** Motion was made Tauscheck/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.