



Ad Hoc Library Repair, Renovation, and Expansion Committee

AGENDA

CITY OF PLYMOUTH, WISCONSIN

July 17, 2025 11:00 AM

Plymouth Public Library

130 Division St.

Plymouth, WI 53073

- 1. Call to order and roll call:** Mayor Pohlman called the meeting to order at 11 AM. On the call of the roll, the following were present: Don Pohlman, Mike Penkwitz, Matt Kaczkowski, Larry Sieger, and Susan Brown. Also present: Leslie Jochman – Library Director, Tim Blakeslee – City Administrator, Jack Johnson – Assistant City Administrator, and Anna Voigt – City Clerk.
- 2. Approval of Minutes from June 5, 2025:** Motion was made by Penkwitz/Brown to approve the minutes for June 5. A unanimous aye vote was cast. Motion carried.
- 3. Review and Recommendation of RFP Submissions:** Jochman introduced all four applicants FEH, HGA, PRA, and Somerville. Each member went through how they ranked each submission. Seigert explained he liked Somerville the most. Brown's least favorite was Somerville and preferred HGA. Brown explained she thought Somerville had the least experience in projects like the library. Most of the libraries they did were in schools. Kaczkowski liked both FEH and Somerville. Brown preferred HGA because they paid a lot of attention to the engineering. Blakeslee added that HGA did a nice job, but the cost would be steep and would be a tough unless their budget came down. Penkwitz put FEH as the highest ranked and second highest Somerville. Pohlman stated that he thought the most interested seemed Somerville. Leslie asked the board for process of elimination can it be narrowed down to Somerville and HGA. The board agreed. Blakeslee suggested having Somerville come in or have Leslie reach out to ask additional questions. Motion was made by Penkwitz/Siebert to recommend Somerville to the Library Board contingent on answers when Leslie reaches out to Somerville. Upon the call of the roll, all voted aye. Motion carried.
- 4. Adjourn:** Motion was made by Kaczkowski/Penkwitz to adjourn the meeting. A unanimous aye vote was cast. Motion carried.