

**CITY OF PLYMOUTH, WISCONSIN**  
**TUESDAY, APRIL 21, 2026 COMMON COUNCIL MEETING**  
**7:30 PM, COUNCIL CHAMBERS, ROOM 302**  
**128 SMITH ST. PLYMOUTH, WI 53073**

**AGENDA**

1. **Call to order and roll call:**
2. **Pledge of Allegiance.**
3. **Approval of Council Meeting Minutes from April 14, 2026:**
4. **Audience Comments: Citizen comments must be recognized by the mayor or presiding officer and are limited to 3 minutes per person from those signed in on the sheet in the back of the room prior to the start of the meeting:**
5. **Adjourn Sine Die:**
6. **Reconvene – roll call:**
7. **Oath of Office**  
**Mayor: Donald O. Pohlman**  
**Alderpersons: Dana Haucke – District 1, Angie Matzdorf – District 2, John P. Binder – District 3, Mike Penkwitz – District 4**
8. **Elect Council President:**
9. **COUNCIL COMMITTEE APPOINTMENTS**  
**Announce Mayoral Appointments (1 yr):**
  - A. **Board of Review – Angie Matzdorf, Council President & City Clerk**
  - B. **Plan Commission – Angie Matzdorf**  
**Mayoral Appointments Requiring Council Approval (1 yr):**
  - D. **Finance/Personnel – Angie Matzdorf, Diane Gilson, Jeff Tauscheck, and Mike Penkwitz**
  - E. **Public Works/Utility – Dana Haucke, Kevin Sande, David Herrmann, and John Binder**
  - F. **Library Board – Angie Matzdorf**
  - G. **Parks Committee – Dana Hauke**
  - H. **Revolving Loan– Diane Gilson and Staff Member City Administrator/Utilities Manager Tim Blakeslee**
  - I. **Room Tax Tourism Commission – Donald Pohlman, Diane Gilson, and Staff Member City Administrator/Utilities Tim Blakeslee**
  - J. **Community Television (TV 14) – John Binder**
  - K. **Redevelopment Authority – Mike Penkwitz**
  - L. **Joint Review Board – Donald Pohlman**

**Appointments by Council (1 yr):**

- M. Public Safety Committee – *Dave Herrmann and John Binder***
- N. City Liaison to the PIC Board of Directors – *John Binder***

**10. Adjourn to 7:00 PM on Tuesday, April 28, 2026**

It is likely a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office at 900 County Road PP, Plymouth, WI or call 920-893-3853.

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7:00 PM COUNCIL CHAMBERS, ROOM 302  
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**UNOFFICIAL 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, Diane Gilson, Mike Penkwitz, John Binder, Dana Haucke, Dave Herrmann 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 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 Penkwitz/Herrmann to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meeting held Tuesday, March 31, 2026**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 03/01/2026 – 03/31/2026**
  - C. **Minutes acknowledged for filing – Library Board: March 2 – Plymouth Community Television: March 9 - Police & Fire Commission: March 9 - Committee of the Whole: March 31**
  - D. **Building Report for March 2026 – 29 Permits at \$5,959,605**
  - E. **Approve Street Closure of E. Main St. between Caroline and Smith St. on April 26, 2026 from 10 AM – 3 PM for the Fire Department Annual Chicken BBQ**
  - F. **Approve Application for Event / Temporary Class “B” Beer License and Allow Alcohol on Sidewalk in Event Area for Plymouth Downtown Arts & Merchants – Shops ‘N Hops, to be Held on May 1, 2026 from 5 PM – 9 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:** John Nelson talked about another successful Maple Fest in 2026. There was a saw mill demonstration using some of the trees in the park to make boards. They raised \$600 from the boards and he presented a check to the Council.
5. **Items removed from Consent Agenda:**
6. **Ordinances:**
  - A. **No. 7 An Ordinance Repealing and Recreating Title 8 Chapter 3 of the City of Plymouth Code of General Ordinances Related to Refuse Disposal and Collection** – Public Works Director Austin explained that this Ordinance update incorporates requirements from the DNR’s revised recycling

ordinance. Motion was made by Herrmann/Penkwitz to approve Ordinance 7 or 2026. Upon the call of the roll, all voted aye. Motion carried.

- B. No. 8 An Ordinance Repealing Title 7, Chapter 8, Street Use Permits and Recreating Title 7, Chapter 8, Special Event Permits of the City of Plymouth Code of General Ordinances** – City Administrator Blakeslee explained this Ordinance was presented at the March 31<sup>st</sup> Committee of the Whole. The committee endorsed the proposed update to create a special event ordinance and replace the existing street use permit. The ordinance codifies our current process, with a few changes including a pre-event meeting with City staff, payment of additional city costs to facilitate the event, and updated insurance requirements. Motion was made by Matzdorf/Haucke to approve Ordinance 8 of 2026. Upon the call of the roll, all voted aye. Motion carried.
- C. No. 9 An Ordinance Amending Section 10-1-50 of the City of Plymouth Code of General Ordinances Related to Winter All-Night Parking** – City Administrator Blakeslee explained the City currently prohibits parking on city street and alleys between December 1 and March 15 of each year. As written, the code does not allow for flexibility to lift these restrictions during periods of mild weather or around holidays. Motion was made by Haucke/Herrmann to approve Ordinance 9 or 2026. Upon the call of the roll, all voted aye. Motion carried.

**7. Proclamations:**

- A. Recognition of Arbor Day in the City of Plymouth April 24, 2026** – Mayor Pohlman read the Proclamation for Arbor Day. Motion was made by Binder/Herrmann to approve the Proclamation. A unanimous aye vote was cast. Motion carried.
- B. Recognition of National Library Week April 19 – 25, 2026** – Mayor Pohlman read the Proclamation for Library Week. Motion was made by Penkwitz/Sande to approve the Proclamation. A unanimous aye vote was cast. Motion carried.

**8. New Business:**

- A. Discussion and Possible Action on Extraterritorial Certified Survey Map (CSM) for; 1014 Short Cut Road – located on Short Cut Road and CTH PP in the Town of Plymouth** – Blakelee explained that the next few items are all Extraterritorial CSMs, which are required to come to the City for approval. This property is within a small pocket of the Town of Plymouth along the north side of PP surrounded mostly by the City. Staff does not believe this land division is averse to the City’s goals for growth. Motion was made by Matzdorf/Gilson to approve the Extraterritorial CSM on 1014 Short Cut Road. A unanimous aye vote was cast. Motion carried.
- B. Discussion and Possible Action on Extraterritorial Certified Survey Map (CSM) for; N5908 Willow Road – located on Willow Road and STH 23 in the Town of Plymouth** – Blakeslee explained this is also an extraterritorial CSM located in the Town of Plymouth. It was approved by the Town Board. Motion was made by Matzdorf/Haucke to approve the CSM from N5908 Willow Road. Upon the call of the roll, all voted aye. Motion carried.

