

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, OCTOBER 10, 2023 COMMON COUNCIL MEETING
7:00 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 the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):**
 - A. Approve minutes of the meeting held Tuesday, September 26, 2023**
 - B. Approve City and Utility Reports:**
 - I. List of City & Utility Vouchers dated 9/1/23 – 9/30/23**
 - C. Minutes acknowledged for filing – Public Works and Utility Committee: September 26 – Finance and Personnel Committee: September 26 – Room Tax Commission: September 20 – Library Board: September 11 – Housing Authority: October 5**
 - D. Building Report for September 2023 – 38 permits at \$1,552,228.00**
 - E. Approve Application for Public Event: Trunk or Treat, Stayer Park Parking Lot, October 29, 2023.**
- 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.**
- 5. Items removed from Consent Agenda:**
- 6. Proclamation:**
 - A. Recognition of White Cane Safety Day in the City of Plymouth October 15, 2023 – Mayor Pohlman**
- 7. New Business:**
 - A. Discussion and Possible Action on 2023-2026 Strategic Plan – City Administrator/Utilities Manager, Tim Blakeslee**

8. Entertain a motion to go into closed session for the following:

Pursuant to Wis. Stat. 19.85(1)(c) considering employments, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding 2024 employee compensation and Finance Director position.

AND

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 Wal-Mart

9. Entertain a motion to go into open session

10. Discussion and possible action on closed session item

11. Adjourn to 7:00 PM on Tuesday, October 24, 2023

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.

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, SEPTEMBER 26, 2023 COMMON COUNCIL MEETING
128 SMITH ST. PLYMOUTH, WI 53073**

UNOFFICIAL MINUTES

1. **Call to order and roll call:** Mayor Donald Pohlman called the meeting to order at 7:00 PM. On the call of the roll, the following Alderpersons were present: Greg Hildebrand, Angie Matzdorf, Dave Herrmann, Diane Gilson, Mike Penkwitz, Jeff Tauscheck, and John Nelson. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works Cathy Austin, Deputy Police Chief Matt Starker, and Clerk/Deputy Treasurer Anna Voigt
2. **Pledge of Allegiance**
3. **Approval of the Consent Agenda (Alderpersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Gilson/Matzdorf to approve the consent agenda as stated. Upon the call of the roll, all voted aye. Motion carried.
 - A. **Approve minutes of the meeting held Tuesday, September 12, 2023**
 - B. **Approve City and Utility Reports:**
 - I. **Electric, Water and Sewer Sales Report – August 2023**
 - II. **Utility Related Write Offs for September - \$6,523.35**
 - C. **Minutes acknowledged for filing – Library Board: August 7 - Plan Commission: September 7 – Finance and Personnel Committee: September 12**
 - D. **Approve Street Use Permit from Wendy Conto for Neighborhood Picnic on Sunday, October 1, 2023; 10:30 AM – 6:00 PM. Street proposed to use is back cul de sac of Prairie Rd.**
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. **Resolution No. 14 – TID #4 Extension –** City Administrator / Utilities Manager Blakeslee explained that in 2024 TID #4 will be able to meet its fiscal obligations and will be able to close. The tax increment finance law under state statute authorizes the extension of a TIF district for one additional year to promote affordable housing. The discussion and consensus from the Finance Committee was to move forward an extension for affordable housing. Motion was made by Nelson/Hildebrand to approve Resolution No. 14 – TID #4 Extension. Upon the call of the roll, all voted aye. Motion carried.
7. **New Business:**
 - A. **Approval project with Otter Creek Landscape for parcel 59271813530 –** City Administrator / Utilities Manager Blakeslee explained the City owns the former Strutz Financial building north of Stayer Jr. Park. The building was in blighted condition and razed. The Council approved for concrete curbing around to property to protect it from vehicle damage which has since been completed. The RDA showed interest in moving forward with pocket park in that area. The RDA recommended the landscaping proposal from Otter Creek. To expend funds, RDA must act via an approved project plan. The RDA will be creating a project plan at an upcoming meeting. Due to the timing to schedule a public hearing for a project plan and the RDA desire to

get the hardscape work completed before winter the staff is requesting the City initially approved the agreement to allow work. Any costs incurred by the City will be then reimbursed by the RDA and WPPI when the project is finalized. Motion was made by Nelson/ Tauscheck to approve the project with Otter Creek Landscaping for parcel 59271813530. Upon the call of the roll, all voted aye. Motion carried.

- B. Approval of Revolving Loan Plymouth Industries Term Sheet –** City Administrator / Utilities Manager Blakeslee explained that Plymouth Industries submitted a loan application for a business expansion project. The Revolving Loan Committee recommended a term sheet by a unanimous vote. Motion was made by Hildebrand/Tauscheck to approve the term sheet as presented. Pending approval of the project, Attorney Fieber would prepare the needed documents for the loan between the Plymouth RDA and Plymouth Industries. Upon the call of the roll, all voted aye. Motion carried.
- C. Appoint Megan Hummitzch to Library Board as the School Representative –** Motion was made by Tauscheck/Matzdorf to appoint Megan Hummitzch to the Library Board. A unanimous aye vote was cast. Motion carried.

- 8. Adjourn to 7:00 PM on Tuesday, October 10, 2023:** Motion was made by Herrman/Penkwitz to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Invoice Detail.GL account = "0100100001000"- "2200567002200", "2400111000000"- "8000232000000"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10135							
10135	PFEIFER'S MILL	219411	GRASS SEED	09/08/2023	170.00	170.00	09/15/2023
Total 10135:					170.00	170.00	
10305							
10305	BOARDMAN & CLARK LLP	272991	LEGAL SERVICE	09/12/2023	711.00	711.00	09/22/2023
Total 10305:					711.00	711.00	
10325							
10325	BORDER STATES ELECTRIC SU	926931063	BRACE, 8 FT ALLEY ARM WOO	08/31/2023	311.20	311.20	09/22/2023
Total 10325:					311.20	311.20	
10423							
10423	C&M HYDRAULIC TOOL SUPPL	0178061-IN	ACSR CUTTING BLADES	09/15/2023	252.96	252.96	09/22/2023
10423	C&M HYDRAULIC TOOL SUPPL	0178061-IN	FIXED GUIDE FOR BLADES	09/15/2023	118.99	118.99	09/22/2023
Total 10423:					371.95	371.95	
10615							
10615	LAKESIDE INTERNATIONAL TR	4089079P	GARAGE LARGE EQUIPMENT R	09/11/2023	630.06	630.06	09/28/2023
10615	LAKESIDE INTERNATIONAL TR	4089158P	GARAGE LARGE EQUIPMENT R	09/15/2023	103.22	103.22	09/22/2023
10615	LAKESIDE INTERNATIONAL TR	4089160P	GARAGE LARGE EQUIPMENT R	09/15/2023	187.28	187.28	09/22/2023
Total 10615:					920.56	920.56	
10685							
10685	WALDO IMPLEMENT INC	80111	PARKS EQUIPMENT REPAIR &	08/29/2023	57.26	57.26	09/08/2023
Total 10685:					57.26	57.26	
10720							
10720	FERGUSON WATERWORKS #14	0397861	LEAK DETECTION	08/31/2023	650.00	650.00	09/15/2023
Total 10720:					650.00	650.00	
10875							
10875	KEMIRA WATER SOLUTIONS IN	9017804394	CHEMICALS - WWTP	09/11/2023	10,832.33	10,832.33	09/22/2023
Total 10875:					10,832.33	10,832.33	
11040							
11040	FELDMANN SALES & SERVICE I	30647	PARKS EQUIPMENT REPAIR &	07/20/2023	195.74	195.74	09/22/2023
11040	FELDMANN SALES & SERVICE I	31714	PARKS EQUIPMENT REPAIR &	09/06/2023	267.08	267.08	09/22/2023
11040	FELDMANN SALES & SERVICE I	31983	PARKS EQUIPMENT REPAIR &	09/19/2023	166.60	166.60	09/28/2023
Total 11040:					629.42	629.42	
11155							
11155	GRITTS AUTO SERVICE	40597	TOWING	08/31/2023	61.20	61.20	09/22/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
11155	GRITTS AUTO SERVICE	40651	FLEET VEHICLE MAINTENANCE	09/07/2023	1,479.00	1,479.00	09/15/2023
Total 11155:					1,540.20	1,540.20	
11180							
11180	H & H UTILITY EXCAVATING INC	4001348-01	EXCAVATING-ELECTRIC DEPT	08/30/2023	6,385.44	6,385.44	09/22/2023
11180	H & H UTILITY EXCAVATING INC	4001348-02	EXCAVATING-ELECTRIC DEPT	08/30/2023	4,105.76	4,105.76	09/22/2023
11180	H & H UTILITY EXCAVATING INC	4001348-03	EXCAVATING-ELECTRIC DEPT	08/30/2023	1,680.80	1,680.80	09/22/2023
11180	H & H UTILITY EXCAVATING INC	4001349-01	EXCAVATING-ELECTRIC DEPT	08/28/2023	1,422.02	1,422.02	09/22/2023
11180	H & H UTILITY EXCAVATING INC	4001350-01	EXCAVATING-ELECTRIC DEPT	08/29/2023	1,803.04	1,803.04	09/28/2023
11180	H & H UTILITY EXCAVATING INC	4001351-01	EXCAVATING-ELECTRIC DEPT	09/05/2023	2,424.96	2,424.96	09/22/2023
11180	H & H UTILITY EXCAVATING INC	4001351-02	EXCAVATING-ELECTRIC DEPT	09/05/2023	973.18	973.18	09/22/2023
Total 11180:					18,795.20	18,795.20	
11460							
11460	KAPUR & ASSOCIATES INC	121037	PONY LANE - UTILITY	08/30/2023	350.00	350.00	09/08/2023
11460	KAPUR & ASSOCIATES INC	121039	CLIFFORD STREET - UTILITY	08/30/2023	6,768.33	6,768.33	09/15/2023
11460	KAPUR & ASSOCIATES INC	121039	CLIFFORD STREET - CITY	08/30/2023	6,768.33	6,768.33	09/15/2023
Total 11460:					13,886.66	13,886.66	
11498							
11498	KIEL SAND & GRAVEL	19314	ROAD GRAVEL	09/05/2023	615.31	615.31	09/15/2023
11498	KIEL SAND & GRAVEL	19425	3/4" STONE	09/11/2023	337.74	337.74	09/28/2023
Total 11498:					953.05	953.05	
11524							
11524	KLEIBER CONSTRUCTION INC	814 RIDGE PO	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
Total 11524:					1,000.00	1,000.00	
11615							
11615	LENGLING PROPERTY MANAG	10464	LAWN SERVICE	09/05/2023	260.00	260.00	09/08/2023
11615	LENGLING PROPERTY MANAG	10464	LAWN SERVICE	09/05/2023	1,120.00	1,120.00	09/08/2023
11615	LENGLING PROPERTY MANAG	10464	LAWN SERVICE	09/05/2023	920.00	920.00	09/08/2023
11615	LENGLING PROPERTY MANAG	10464	LAWN SERVICE	09/05/2023	700.00	700.00	09/08/2023
11615	LENGLING PROPERTY MANAG	10464	LAWN SERVICE	09/05/2023	525.00	525.00	09/08/2023
11615	LENGLING PROPERTY MANAG	10464	LAWN SERVICE	09/05/2023	880.00	880.00	09/08/2023
11615	LENGLING PROPERTY MANAG	10464	LAWN SERVICE	09/05/2023	1,440.00	1,440.00	09/08/2023
Total 11615:					5,845.00	5,845.00	
11687							
11687	MARTELLE WATER TREATMEN	25799	WATER TREATMENT	09/07/2023	5,250.93	5,250.93	09/15/2023
11687	MARTELLE WATER TREATMEN	25805	WATER TREATMENT	09/11/2023	156.57	156.57	09/28/2023
Total 11687:					5,407.50	5,407.50	
11815							
11815	MIKE BURKART FORD INC	STMT 0831202	VEHICLE MAINTENANCE POLIC	08/31/2023	1,286.52	1,286.52	09/22/2023
Total 11815:					1,286.52	1,286.52	
11835							
11835	MILLER & BOELDT INC	089729	GARAGE GAS & OIL	09/11/2023	135.92	135.92	09/22/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 11835:					135.92	135.92	
11875							
11875	SECURIAN FINANCIAL GROUP I	2023 October	EE CONTRIBUTION-UTILITIES	09/06/2023	416.96	416.96	09/08/2023
11875	SECURIAN FINANCIAL GROUP I	2023 October	BASIC PREMIUM-UTILITIES	09/06/2023	326.44	326.44	09/08/2023
11875	SECURIAN FINANCIAL GROUP I	2023 October	ER CONTRIBUTION-UTILITIES	09/06/2023	65.29	65.29	09/08/2023
11875	SECURIAN FINANCIAL GROUP I	2023 October	EE CONTRIBUTION-CITY	09/06/2023	516.04	516.04	09/08/2023
11875	SECURIAN FINANCIAL GROUP I	2023 October	BASIC PREMIUM-CITY	09/06/2023	349.17	349.17	09/08/2023
11875	SECURIAN FINANCIAL GROUP I	2023 October	ER CONTRIBUTION-CITY	09/06/2023	69.83	69.83	09/08/2023
Total 11875:					1,743.73	1,743.73	
12216							
12216	PLYMOUTH LUBRICANTS	6198464	GAS & OIL - GARAGE	09/21/2023	204.19	204.19	09/28/2023
Total 12216:					204.19	204.19	
12230							
12230	PIGGLY WIGGLY	20SEP2023	GOLF COURSE CONCESSIONS	09/20/2023	11.97	11.97	09/28/2023
12230	PIGGLY WIGGLY	RECEIPT FRO	GOLF COURSE CONCESSIONS	09/02/2023	61.89	61.89	09/22/2023
12230	PIGGLY WIGGLY	STMT082423	POOL CONCESSIONS	08/24/2023	33.83	33.83	09/08/2023
Total 12230:					107.69	107.69	
12250							
12250	PLYMOUTH UTILITIES-PC	STMT091223	PETTY CASH	09/12/2023	5.13	5.13	09/15/2023
12250	PLYMOUTH UTILITIES-PC	STMT091223	PETTY CASH	09/12/2023	77.28	77.28	09/15/2023
12250	PLYMOUTH UTILITIES-PC	STMT091223	PETTY CASH	09/12/2023	84.43	84.43	09/15/2023
12250	PLYMOUTH UTILITIES-PC	STMT091223	PETTY CASH	09/12/2023	48.90	48.90	09/15/2023
12250	PLYMOUTH UTILITIES-PC	STMT091223	PETTY CASH	09/12/2023	70.66	70.66	09/15/2023
12250	PLYMOUTH UTILITIES-PC	STMT091223	PETTY CASH	09/12/2023	64.80	64.80	09/15/2023
12250	PLYMOUTH UTILITIES-PC	STMT091223	PETTY CASH	09/12/2023	11.59	11.59	09/15/2023
12250	PLYMOUTH UTILITIES-PC	STMT091223	PETTY CASH	09/12/2023	20.14	20.14	09/15/2023
12250	PLYMOUTH UTILITIES-PC	STMT091223	PETTY CASH	09/12/2023	26.00	26.00	09/15/2023
Total 12250:					408.93	408.93	
12315							
12315	PUBLIC SERVICE COMMISSION	2308-I-04740	ASSESSMENT	09/15/2023	2,502.14	2,502.14	09/22/2023
Total 12315:					2,502.14	2,502.14	
12335							
12335	QUALITY STATE OIL CO	6868470	GAS INVENTORY DIESEL	09/05/2023	4,324.78	4,324.78	09/22/2023
12335	QUALITY STATE OIL CO	6868480	GAS INVENTORY	09/05/2023	4,267.20	4,267.20	09/22/2023
12335	QUALITY STATE OIL CO	6894250	GAS INVENTORY	08/14/2023	4,579.96	4,579.96	09/28/2023
12335	QUALITY STATE OIL CO	800024	DIESEL INVENTORY	09/07/2023	64.00	64.00	09/22/2023
Total 12335:					13,235.94	13,235.94	
12400							
12400	RESCO INC	3001843	1/0 SPOOL TIE	08/29/2023	70.60	70.60	09/08/2023
12400	RESCO INC	3002786	CROSSARM, 8 FT BRACELESS	09/06/2023	6,310.07	6,310.07	09/22/2023
12400	RESCO INC	3002786	DISCOUNT	09/06/2023	3.16-	3.16-	09/22/2023
12400	RESCO INC	3002945	TERMINATOR, OUTDOOR 500-1	09/06/2023	723.57	723.57	09/22/2023
12400	RESCO INC	3002945	DISCOUNT	09/06/2023	.36-	.36-	09/22/2023
12400	RESCO INC	3003094	GUY, DOUBLE GUY ATTACHME	09/07/2023	1,523.06	1,523.06	09/22/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
12400	RESCO INC	3003094	SHIPPING	09/07/2023	146.16	146.16	09/22/2023
12400	RESCO INC	3003094	DISCOUNT	09/07/2023	.76-	.76-	09/22/2023
12400	RESCO INC	3003099	WIRE, "COCKLE" 3/C #2 STR A	09/07/2023	2,520.00	2,520.00	09/22/2023
12400	RESCO INC	3003099	DISCOUNT	09/07/2023	1.26-	1.26-	09/22/2023
12400	RESCO INC	3003999	PEDESTAL, GROUND SLVE 3 P	09/14/2023	7,404.90	7,404.90	09/22/2023
12400	RESCO INC	3003999	SHIPPING	09/14/2023	434.46	434.46	09/22/2023
12400	RESCO INC	3003999	DISCOUNT	09/14/2023	3.70-	3.70-	09/22/2023
12400	RESCO INC	3004015	INSULATOR, EPOXILATOR DEA	09/14/2023	1,149.96	1,149.96	09/22/2023
12400	RESCO INC	3004015	ANCHOR, 8" HELIX, ROCK 5/8" T	09/14/2023	880.23	880.23	09/22/2023
12400	RESCO INC	3004015	ANCHOR, DBL 10" HX, 1.5" HUB,	09/14/2023	2,725.45	2,725.45	09/22/2023
12400	RESCO INC	3004015	ROD, ANCHOR 1" X 7' W/ 1" THR	09/14/2023	1,202.02	1,202.02	09/22/2023
12400	RESCO INC	3004015	DISCOUNT	09/14/2023	2.98-	2.98-	09/22/2023
12400	RESCO INC	3004398	RED WARNING LOCATING FLA	09/18/2023	700.00	700.00	09/28/2023
12400	RESCO INC	3004398	SHIPPING	09/18/2023	133.85	133.85	09/28/2023
12400	RESCO INC	3004398	DISCOUNT	09/18/2023	.35-	.35-	09/28/2023
12400	RESCO INC	3005253	ARRESTER, CLASS 9/10KV POL	09/22/2023	1,735.80	1,735.80	09/28/2023
12400	RESCO INC	3005253	DISCOUNT	09/22/2023	.87-	.87-	09/28/2023
12400	RESCO INC	899285-00	PAD, BASEMENT FOR ERMCO	06/21/2023	6,072.75-	6,072.75-	09/22/2023
Total 12400:					21,573.94	21,573.94	
12575							
12575	SHEBOYGAN COUNTY HIGHWA	130237	STREET REPAIR MATERIALS	08/31/2023	234.84	234.84	09/28/2023
12575	SHEBOYGAN COUNTY HIGHWA	130237	BRIDGES & GUARDRAILS	08/31/2023	3,377.37	3,377.37	09/28/2023
Total 12575:					3,612.21	3,612.21	
12695							
12695	US POSTAL SERVICE	STMT090623	ENVELOPES	09/06/2023	1,143.65	1,143.65	09/08/2023
Total 12695:					1,143.65	1,143.65	
12696							
12696	STOP PROCESSING CENTER	20285	AUTOPAY SERVICE	09/01/2023	34.96	34.96	09/08/2023
Total 12696:					34.96	34.96	
12705							
12705	WI STATE LABORATORY OF HY	752652	WATER TESTING	08/31/2023	1,490.00	1,490.00	09/15/2023
Total 12705:					1,490.00	1,490.00	
12750							
12750	SUPERIOR CHEMICAL LLC	371565	PARKS JANITORIAL	08/25/2023	161.31	161.31	09/22/2023
12750	SUPERIOR CHEMICAL LLC	373891	CITY HALL JANITORIAL	09/21/2023	229.86	229.86	09/28/2023
Total 12750:					391.17	391.17	
12882							
12882	SPECTRUM	007015709012	INTERNET	09/01/2023	129.98	129.98	09/15/2023
12882	SPECTRUM	160218701090	PHONE LINES - UTILITIES	09/01/2023	159.96	159.96	09/15/2023
12882	SPECTRUM	160218701090	PHONE - FIRE	09/01/2023	39.99	39.99	09/15/2023
12882	SPECTRUM	160218701090	PHONE - POLICE	09/01/2023	39.99	39.99	09/15/2023
12882	SPECTRUM	160218701090	PHONE - EVERGREEN GOLF	09/01/2023	39.99	39.99	09/15/2023
12882	SPECTRUM	160218701090	PHONE LINES - CITY	09/01/2023	119.97	119.97	09/15/2023
12882	SPECTRUM	160218701090	INTERNET	09/01/2023	819.00	819.00	09/15/2023
12882	SPECTRUM	160218701090	PRI - UTILITIES	09/01/2023	534.20	534.20	09/15/2023
12882	SPECTRUM	160218701090	PRI - CITY	09/01/2023	263.12	263.12	09/15/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
12882	SPECTRUM	CH STMT 9-15	PHONE - POLICE	09/15/2023	34.36	34.36	09/28/2023
12882	SPECTRUM	YC STMT 9-15-	UTILITIES - YOUTH CENTER	09/15/2023	11.45	11.45	09/28/2023
Total 12882:					2,192.01	2,192.01	
12965							
12965	US CELLULAR	0603568039	CELL PHONE - EMPLOYEES	09/08/2023	2,567.77	2,567.77	09/22/2023
12965	US CELLULAR	0603568039	CELL PHONE - STREETS	09/08/2023	42.50	42.50	09/22/2023
12965	US CELLULAR	0603568039	CELL PHONES - PARKS	09/08/2023	43.00	43.00	09/22/2023
12965	US CELLULAR	0603568039	CELL PHONE SERVICE - POOL	09/08/2023	39.50	39.50	09/22/2023
12965	US CELLULAR	0603568039	CELL PHONES - POLICE	09/08/2023	357.90	357.90	09/22/2023
12965	US CELLULAR	0603568039	CELL PHONE SERVICE (FIRE)	09/08/2023	298.50	298.50	09/22/2023
12965	US CELLULAR	0603568039	CELL PHONE SERVICE (UTILITI	09/08/2023	681.99	681.99	09/22/2023
12965	US CELLULAR	0604012396	CELL MODEM - POLICE	09/10/2023	237.12	237.12	09/28/2023
12965	US CELLULAR	0604012396	CELL MODEM - ELECTRIC	09/10/2023	39.52	39.52	09/28/2023
12965	US CELLULAR	0604012396	CELL MODEM - WATER	09/10/2023	44.61	44.61	09/28/2023
12965	US CELLULAR	0604012396	CELL MODEM - BACKUP INTER	09/10/2023	39.52	39.52	09/28/2023
Total 12965:					4,391.93	4,391.93	
13078							
13078	WILLARD QUASIUS EQUIPMEN	59152	CONCRETE PLANER 8"	09/08/2023	440.00	440.00	09/28/2023
Total 13078:					440.00	440.00	
13170							
13170	WISCONSIN NEWSPRESS	STMT 8-31-202	WISCONSIN NEWSPRESS - GF-	08/31/2023	583.32	583.32	09/22/2023
Total 13170:					583.32	583.32	
13221							
13221	WEX BANK	91806576	FLEET FUELING	09/15/2023	4,557.29	4,557.29	09/22/2023
13221	WEX BANK	91806576	FLEET FUELING	09/15/2023	843.09	843.09	09/22/2023
13221	WEX BANK	91806576	FLEET FUELING	09/15/2023	1,502.79	1,502.79	09/22/2023
Total 13221:					6,903.17	6,903.17	
30022							
30022	ASSOCIATED APPRAISAL CON	170173	ASSOCIATED APPRAISAL CON	09/01/2023	2,277.65	2,277.65	09/15/2023
Total 30022:					2,277.65	2,277.65	
30028							
30028	BAKER & TAYLOR	2037745425	BOOKS - LIBRARY	08/23/2023	555.87	555.87	09/08/2023
30028	BAKER & TAYLOR	2037745425	SHIPPING - LIBRARY	08/23/2023	5.56	5.56	09/08/2023
30028	BAKER & TAYLOR	2037751530	BOOKS - LIBRARY	08/25/2023	329.60	329.60	09/08/2023
30028	BAKER & TAYLOR	2037751530	SHIPPING - LIBRARY	08/25/2023	3.30	3.30	09/08/2023
30028	BAKER & TAYLOR	2037751617	BOOKS - LIBRARY	08/25/2023	53.10	53.10	09/08/2023
30028	BAKER & TAYLOR	2037751617	SHIPPING - LIBRARY	08/25/2023	.53	.53	09/08/2023
30028	BAKER & TAYLOR	2037761770	BOOKS - LIBRARY	08/30/2023	444.97	444.97	09/22/2023
30028	BAKER & TAYLOR	2037761770	SHIPPING - LIBRARY	08/30/2023	4.45	4.45	09/22/2023
30028	BAKER & TAYLOR	2037761815	AV - LIBRARY	08/31/2023	31.49	31.49	09/22/2023
30028	BAKER & TAYLOR	2037761815	SHIPPING - LIBRARY	08/31/2023	.28	.28	09/22/2023
30028	BAKER & TAYLOR	2037768159	BOOKS - LIBRARY	09/01/2023	354.61	354.61	09/22/2023
30028	BAKER & TAYLOR	2037768159	SHIPPING - LIBRARY	09/01/2023	3.55	3.55	09/22/2023
30028	BAKER & TAYLOR	2037770846	BOOKS - LIBRARY	09/05/2023	330.88	330.88	09/22/2023
30028	BAKER & TAYLOR	2037770846	SHIPPING - LIBRARY	09/05/2023	3.31	3.31	09/22/2023
30028	BAKER & TAYLOR	2037781569	BOOKS - LIBRARY	09/11/2023	298.56	298.56	09/22/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
30028	BAKER & TAYLOR	2037781569	SHIPPING - LIBRARY	09/11/2023	2.99	2.99	09/22/2023
30028	BAKER & TAYLOR	2037788414	AV - LIBRARY	09/15/2023	51.96	51.96	09/28/2023
30028	BAKER & TAYLOR	2037788414	SHIPPING - LIBRARY	09/15/2023	.44	.44	09/28/2023
30028	BAKER & TAYLOR	2037792121	BOOKS - LIBRARY	09/15/2023	653.54	653.54	09/28/2023
30028	BAKER & TAYLOR	2037792121	SHIPPING - LIBRARY	09/15/2023	6.54	6.54	09/28/2023
Total 30028:					3,135.53	3,135.53	
30066							
30066	CHUCK VAN HORN DODGE INC	25051106	GARAGE SMALL EQUIPMENT R	09/06/2023	76.50	76.50	09/22/2023
Total 30066:					76.50	76.50	
30073							
30073	COMPLETE OFFICE OF WI	530935	OFFICE SUPPLIES - POLICE	08/16/2023	26.22	26.22	09/22/2023
30073	COMPLETE OFFICE OF WI	531022	OFFICE SUPPLIES - LIBRARY	08/16/2023	88.99	88.99	09/22/2023
30073	COMPLETE OFFICE OF WI	536164	OFFICE SUPPLIES - LIBRARY	08/24/2023	57.06	57.06	09/22/2023
30073	COMPLETE OFFICE OF WI	536910	CHILDRENS PROGRAM - LIBRA	08/25/2023	4.46	4.46	09/22/2023
30073	COMPLETE OFFICE OF WI	538579	COPY MACHINE - LIBRARY	08/29/2023	165.79	165.79	09/22/2023
30073	COMPLETE OFFICE OF WI	545828	OFFICE SUPPLIES - POLICE	09/11/2023	17.57	17.57	09/22/2023
30073	COMPLETE OFFICE OF WI	545872	BUILD MAINT - LIBRARY	09/11/2023	33.29	33.29	09/22/2023
30073	COMPLETE OFFICE OF WI	547559	OFFICE SUPPLIES - LIBRARY	09/13/2023	50.00	50.00	09/22/2023
30073	COMPLETE OFFICE OF WI	547637	PROGRAM - LIBRARY	09/13/2023	40.84	40.84	09/22/2023
30073	COMPLETE OFFICE OF WI	549523	OFFICE SUPPLIES - POLICE	09/15/2023	57.55	57.55	09/28/2023
30073	COMPLETE OFFICE OF WI	549524	OFFICE SUPPLIES - COURT	09/15/2023	7.66	7.66	09/22/2023
30073	COMPLETE OFFICE OF WI	549544	COPY MACHINE - LIBRARY	09/15/2023	16.62	16.62	09/22/2023
30073	COMPLETE OFFICE OF WI	552322	OFFICE SUPPLIES - POLICE	09/20/2023	24.92	24.92	09/28/2023
30073	COMPLETE OFFICE OF WI	555962	CHILDRENS PROGRAM - LIBRA	09/26/2023	11.57	11.57	09/28/2023
30073	COMPLETE OFFICE OF WI	AR55641	COPY MACHINE CLERK OFFICE	08/15/2023	140.34	140.34	09/28/2023
30073	COMPLETE OFFICE OF WI	AR56486	COPY MACHINE CLERK OFFICE	09/15/2023	92.13	92.13	09/28/2023
30073	COMPLETE OFFICE OF WI	AR56491	COPY MACHINE - LIBRARY	09/15/2023	42.47	42.47	09/22/2023
30073	COMPLETE OFFICE OF WI	AR56492	COPY MACHINE - LIBRARY	09/15/2023	114.47	114.47	09/22/2023
Total 30073:					991.95	991.95	
30075							
30075	CONWAY SHIELDS	0511911	FD EQUIPMENT	09/12/2023	109.47	109.47	09/22/2023
30075	CONWAY SHIELDS	0511911	FD EQUIPMENT	09/12/2023	54.73	54.73	09/22/2023
Total 30075:					164.20	164.20	
30084							
30084	DELTA DENTAL OF WISCONSIN	000002016858	DENTAL - CITY	09/18/2023	1,050.80	1,050.80	09/22/2023
30084	DELTA DENTAL OF WISCONSIN	000002016858	DENTAL - UTILITIES	09/18/2023	693.04	693.04	09/22/2023
Total 30084:					1,743.84	1,743.84	
30098							
30098	DINGES FIRE COMPANY	44447	CAPITAL FIRE EQUIPMENT	09/13/2023	1,680.92	1,680.92	09/22/2023
30098	DINGES FIRE COMPANY	44447	CAPITAL FIRE EQUIPMENT	09/13/2023	840.46	840.46	09/22/2023
Total 30098:					2,521.38	2,521.38	
30104							
30104	DOUGLAS GENKES OVERHEAD	43553	CITY ONLY	07/27/2023	758.00	758.00	09/15/2023
Total 30104:					758.00	758.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
30115							
30115	EMERGENCY MEDICAL PRODU	2579146	CITY ONLY	08/28/2023	553.79	553.79	09/15/2023
30115	EMERGENCY MEDICAL PRODU	2580001	MED SUPPLIES - FIRE	08/31/2023	71.99	71.99	09/22/2023
30115	EMERGENCY MEDICAL PRODU	2581074	MED SUPPLIES - FIRE	09/06/2023	59.99	59.99	09/22/2023
30115	EMERGENCY MEDICAL PRODU	2582511	MEDICAL SUPPLIES - FIRE	09/12/2023	214.02	214.02	09/22/2023
Total 30115:					899.79	899.79	
30133							
30133	FRANK'S RADIO SERVICE	123787	RADIO	09/01/2023	356.40	356.40	09/28/2023
Total 30133:					356.40	356.40	
30135							
30135	GALE/CENGAGE LEARNING	82060368	BOOKS - LIBRARY	08/29/2023	76.00	76.00	09/08/2023
30135	GALE/CENGAGE LEARNING	82060409	BOOKS - LIBRARY	08/29/2023	52.80	52.80	09/08/2023
30135	GALE/CENGAGE LEARNING	82487845	BOOKS - LIBRARY	09/12/2023	31.99	31.99	09/22/2023
30135	GALE/CENGAGE LEARNING	82512893	BOOKS - LIBRARY	09/13/2023	157.55	157.55	09/22/2023
Total 30135:					318.34	318.34	
30136							
30136	GALLS LLC	025526519	UNIFORMS - POLICE	08/30/2023	118.93	118.93	09/22/2023
Total 30136:					118.93	118.93	
30150							
30150	GREAT AMERICA FINANCIAL SE	34913384	COPY MACHINE - LIBRARY	09/19/2023	157.59	157.59	09/22/2023
Total 30150:					157.59	157.59	
30179							
30179	JEFFERSON FIRE & SAFETY	IN306318	EQUIPMENT & REPAIR - FIRE	09/06/2023	212.86	212.86	09/22/2023
30179	JEFFERSON FIRE & SAFETY	IN306318	EQUIPMENT & REPAIR - FIRE	09/06/2023	106.42	106.42	09/22/2023
Total 30179:					319.28	319.28	
30193							
30193	KWIK TRIP INC	REST0906202	RESTITUTION - DUCKSWORTH	09/06/2023	139.57	139.57	09/22/2023
Total 30193:					139.57	139.57	
30204							
30204	LANGUAGE LINE SERVICES	11088235	TRANSLATION SERVICES	08/31/2023	37.50	37.50	09/22/2023
Total 30204:					37.50	37.50	
30216							
30216	MARCO	34783100	PRINTER CONTRACT	08/31/2023	152.90	152.90	09/22/2023
30216	MARCO	INV11655450	INV11655450	09/21/2023	34.96	34.96	09/28/2023
30216	MARCO	INV11655450	INV11655450	09/21/2023	17.47	17.47	09/28/2023
30216	MARCO	INV11660812	OFFICE SUPPLIES - POLICE	09/22/2023	70.35	70.35	09/28/2023
Total 30216:					275.68	275.68	
30217							
30217	MARIS ASSOCIATES	0102	BOOKS - LIBRARY	08/30/2023	244.44	244.44	09/08/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 30217:					244.44	244.44	
30227							
30227	MENARDS	74396	PARKS MATERIALS	08/30/2023	730.63	730.63	09/22/2023
30227	MENARDS	74493	PARKS MATERIALS	08/30/2023	285.26	285.26	09/22/2023
30227	MENARDS	74561	PARKS MATERIALS	09/01/2023	170.41	170.41	09/22/2023
30227	MENARDS	74826	PARKS MATERIALS	09/07/2023	74.64	74.64	09/22/2023
30227	MENARDS	75189	AQUATIC CENTER CHEMICALS	09/15/2023	168.00	168.00	09/22/2023
Total 30227:					1,428.94	1,428.94	
30245							
30245	MUNICIPAL PROPERTY INSURA	2023-2024 Ren	CITY PROP/CAS	09/05/2023	30,412.38	30,412.38	09/22/2023
30245	MUNICIPAL PROPERTY INSURA	2023-2024 Ren	UTIL PROP/CAS	09/05/2023	36,779.62	36,779.62	09/22/2023
Total 30245:					67,192.00	67,192.00	
30247							
30247	NAPA AUTO PARTS OF SHEBOY	000903	EVERGREEN GOLF COURSE E	08/31/2023	41.48	41.48	09/08/2023
30247	NAPA AUTO PARTS OF SHEBOY	1438	GARAGE LARGE EQUIPMENT R	09/08/2023	114.44	114.44	09/22/2023
30247	NAPA AUTO PARTS OF SHEBOY	1589	GARAGE SMALL EQUIPMENT R	09/11/2023	164.27	164.27	09/22/2023
30247	NAPA AUTO PARTS OF SHEBOY	1752	GARAGE LARGE EQUIPMENT R	09/12/2023	10.12	10.12	09/22/2023
30247	NAPA AUTO PARTS OF SHEBOY	1808	GARAGE LARGE EQUIPMENT R	09/13/2023	8.54	8.54	09/22/2023
30247	NAPA AUTO PARTS OF SHEBOY	2076	GARAGE SMALL EQUIPMENT R	09/15/2023	14.49	14.49	09/28/2023
30247	NAPA AUTO PARTS OF SHEBOY	2278	GARAGE SMALL EQUIPMENT R	09/19/2023	29.35	29.35	09/28/2023
30247	NAPA AUTO PARTS OF SHEBOY	2300	PARKS EQUIPMENT REPAIR &	09/19/2023	69.46	69.46	09/28/2023
30247	NAPA AUTO PARTS OF SHEBOY	2332	PARKS EQUIPMENT REPAIR &	09/19/2023	23.52	23.52	09/28/2023
Total 30247:					475.67	475.67	
30276							
30276	PITNEY BOWES GLOBAL FINAN	3317954271	LEASE FOR POSTAGE METER	08/30/2023	165.33	165.33	09/22/2023
Total 30276:					165.33	165.33	
30294							
30294	QUASIUS	1 PERSNICKE	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
Total 30294:					1,000.00	1,000.00	
30310							
30310	RONS TREE FARM	18197	EVERGREEN GOLF COURSE M	07/31/2023	240.00	240.00	09/22/2023
30310	RONS TREE FARM	20042	PARKS MATERIALS	08/21/2023	120.00	120.00	09/08/2023
30310	RONS TREE FARM	20115	TREE IMPROVEMENTS CAP C	09/08/2023	480.00	480.00	09/22/2023
Total 30310:					840.00	840.00	
30327							
30327	SHEBOYGAN COUNTY FAIR	507	2 GOLF CARS	09/14/2023	850.00	850.00	09/22/2023
Total 30327:					850.00	850.00	
30334							
30334	SHEBOYGAN COUNTY TRAININ	STMT 01-30-20	BOENISCH, MORGAN TECHNIC	01/30/2023	50.00	50.00	09/22/2023
30334	SHEBOYGAN COUNTY TRAININ	STMT 01-30-20	BOENISCH, MORGAN TECHNIC	01/30/2023	25.00	25.00	09/22/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 30334:					75.00	75.00	
30355							
30355	SUPERIOR VISION INSURANCE	0000762777	VISION - CITY	09/18/2023	254.19	254.19	09/22/2023
30355	SUPERIOR VISION INSURANCE	0000762777	VISION - UTILITIES	09/18/2023	149.35	149.35	09/22/2023
Total 30355:					403.54	403.54	
30357							
30357	SYNCHRONY BANK	011000058607	STORM SEWER MATERIALS	08/30/2023	23.97	23.97	09/28/2023
30357	SYNCHRONY BANK	011000098890	CITY HALL BUILDING MAIN	08/30/2023	27.98	27.98	09/28/2023
30357	SYNCHRONY BANK	011000116616	AC POOL REPAIR	08/30/2023	177.20	177.20	09/28/2023
Total 30357:					229.15	229.15	
30434							
30434	WISCONSIN PUBLIC SERVICE	STMT 8-31-202	UTILITIES POOL	08/31/2023	1,962.43	1,962.43	09/08/2023
30434	WISCONSIN PUBLIC SERVICE	STMT 8-31-202	UTILITIES CITY HALL	08/31/2023	199.98	199.98	09/08/2023
30434	WISCONSIN PUBLIC SERVICE	STMT 8-31-202	UTILITIES GARAGE	08/31/2023	30.58	30.58	09/08/2023
30434	WISCONSIN PUBLIC SERVICE	STMT 8-31-202	UTILITIES GOLF	08/31/2023	17.33	17.33	09/08/2023
30434	WISCONSIN PUBLIC SERVICE	STMT 8-31-202	UTILITIES LIBRARY	08/31/2023	30.58	30.58	09/08/2023
30434	WISCONSIN PUBLIC SERVICE	STMT 8-31-202	UTILITIES SKI HILL	08/31/2023	17.33	17.33	09/08/2023
30434	WISCONSIN PUBLIC SERVICE	STMT 8-31-202	UTILITIES YOUTH CENTER	08/31/2023	17.87	17.87	09/08/2023
30434	WISCONSIN PUBLIC SERVICE	STMT092623	NATURAL GAS SERVICE	09/21/2023	30.70	30.70	09/28/2023
30434	WISCONSIN PUBLIC SERVICE	STMT092623A	NATURAL GAS SERVICE	09/19/2023	644.06	644.06	09/28/2023
Total 30434:					2,950.86	2,950.86	
30452							
30452	YOUR FLEETCARD PROGRAM	STMT 0806202	GAS & OIL - FIRE CITY	08/06/2023	874.45	874.45	09/22/2023
30452	YOUR FLEETCARD PROGRAM	STMT 0806202	GAS & OIL - FIRE TOWN	08/06/2023	65.41	65.41	09/22/2023
30452	YOUR FLEETCARD PROGRAM	STMT 9-6-2023	GAS & OIL - FIRE CITY	09/06/2023	929.82	929.82	09/22/2023
Total 30452:					1,869.68	1,869.68	
30456							
30456	ZR LLC	647	REPAIR SIDEWALK	09/04/2023	495.00	495.00	09/28/2023
30456	ZR LLC	647	REPAIR SIDEWALK	09/04/2023	495.00	495.00	09/28/2023
30456	ZR LLC	647	REPAIR SIDEWALK	09/04/2023	495.00	495.00	09/28/2023
30456	ZR LLC	647	REPAIR SIDEWALK	09/04/2023	495.00	495.00	09/28/2023
30456	ZR LLC	648	SIDEWALK REPAIR	09/04/2023	770.00	770.00	09/28/2023
30456	ZR LLC	649	SIDEWALK/APPROACH REPAIR	09/04/2023	4,480.00	4,480.00	09/22/2023
Total 30456:					7,230.00	7,230.00	
50014							
50014	AYRES ASSOCIATES	210127	DAM - ENGINEERING STUDY	09/22/2023	9,838.75	9,838.75	09/28/2023
Total 50014:					9,838.75	9,838.75	
50106							
50106	MIDWEST TAPE LLC	504276717	AV - LIBRARY	08/29/2023	12.99	12.99	09/08/2023
50106	MIDWEST TAPE LLC	504294892	DIGITAL CONTENT - LIBRARY	09/01/2023	717.77	717.77	09/08/2023
50106	MIDWEST TAPE LLC	504309576	AV - LIBRARY	09/05/2023	18.74	18.74	09/22/2023
50106	MIDWEST TAPE LLC	504326359	AV - LIBRARY	09/08/2023	333.62	333.62	09/22/2023
50106	MIDWEST TAPE LLC	504360840	AV - LIBRARY	09/27/2023	407.30	407.30	09/28/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 50106:					1,490.42	1,490.42	
91542							
91542	BELL LUMBER & POLE CO	INV-023490	POLE 45' - CLASS 3	09/11/2023	27,302.00	27,302.00	09/28/2023
91542	BELL LUMBER & POLE CO	INV-023608	POLE 40 FT CLASS 3 NRP	09/15/2023	20,352.00	20,352.00	09/28/2023
91542	BELL LUMBER & POLE CO	INV-023608	POLE 45' - CLASS 3	09/15/2023	2,409.00	2,409.00	09/28/2023
Total 91542:					50,063.00	50,063.00	
91561							
91561	PACE ANALYTICAL SERVICES I	2340136686	LANDFILL	09/06/2023	759.00	759.00	09/15/2023
91561	PACE ANALYTICAL SERVICES I	2340136706	SLUDGE DISPOSAL	09/06/2023	250.00	250.00	09/15/2023
91561	PACE ANALYTICAL SERVICES I	2340137102	LABORATORY	09/18/2023	292.00	292.00	09/28/2023
Total 91561:					1,301.00	1,301.00	
91741							
91741	LAKESHORE TECHNICAL COLL	LTCSF0000660	EMT TRAINING CITY	08/31/2023	931.84	931.84	09/15/2023
91741	LAKESHORE TECHNICAL COLL	LTCSF0000660	EMT TRAINING TOWN	08/31/2023	465.92	465.92	09/15/2023
Total 91741:					1,397.76	1,397.76	
91993							
91993	HIGH STAR SUPPLY	42957	EVERGREEN GOLF EQUIPMEN	08/31/2023	11.50	11.50	09/08/2023
Total 91993:					11.50	11.50	
92115							
92115	HILLCREST BUILDERS	1326 TRILLIU	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
92115	HILLCREST BUILDERS	1407 GREYST	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
92115	HILLCREST BUILDERS	1416 UPPER G	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
92115	HILLCREST BUILDERS	1427 GREYST	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
92115	HILLCREST BUILDERS	291/293 GREY	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
92115	HILLCREST BUILDERS	388/390 Greyst	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
92115	HILLCREST BUILDERS	524 CLOVERD	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
92115	HILLCREST BUILDERS	821 RIDGE PO	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
Total 92115:					8,000.00	8,000.00	
92133							
92133	ENDURACLEAN INC	15694	BUILDING MAINTENANCE - LIB	09/12/2023	207.82	207.82	09/22/2023
Total 92133:					207.82	207.82	
92148							
92148	ANSER	6509-091123	ANSWERING SERVICE	09/11/2023	390.00	390.00	09/15/2023
Total 92148:					390.00	390.00	
92174							
92174	AIRGAS USA LLC	5501515674	BOTTLED GAS CYLINDER RENT	08/31/2023	73.24	73.24	09/22/2023
92174	AIRGAS USA LLC	5501602756	BOTTLED GAS CYLINDER RENT	08/31/2023	70.68	70.68	09/15/2023
92174	AIRGAS USA LLC	5501602756	BOTTLED GAS CYLINDER RENT	08/31/2023	71.97	71.97	09/15/2023
Total 92174:					215.89	215.89	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
92503							
92503	GIBBSVILLE IMPLEMENT INC	18849	PARKS EQUIPMENT REPAIR &	09/07/2023	269.99	269.99	09/22/2023
Total 92503:					269.99	269.99	
92648							
92648	VIKING ELECTRIC SUPPLY INC	S007249751.0	LED DRIVERS FOR STREET LIG	09/07/2023	407.45	407.45	09/22/2023
Total 92648:					407.45	407.45	
92820							
92820	TERRASPATIAL TECHNOLOGIE	20180726	MONTHLY USER FEES	09/11/2023	1,000.00	1,000.00	09/15/2023
Total 92820:					1,000.00	1,000.00	
92881							
92881	MIDSTAR PRINTING	12957	OFFICE SUPPLIES - FIRE	09/13/2023	30.91	30.91	09/22/2023
92881	MIDSTAR PRINTING	12957	OFFICE SUPPLIES - FIRE	09/13/2023	15.45	15.45	09/22/2023
Total 92881:					46.36	46.36	
92957							
92957	FRONTIER	STMT092623	MONITORING SERVICE	09/16/2023	211.60	211.60	09/28/2023
92957	FRONTIER	STMT092623A	WELL MONITORING	09/19/2023	16.14	16.14	09/28/2023
Total 92957:					227.74	227.74	
92982							
92982	HOPP NEUMANN HUMKE LLP	10745-105M 1	LEGAL SERVICE	09/06/2023	419.00	419.00	09/22/2023
92982	HOPP NEUMANN HUMKE LLP	153	LEGAL SERVICE	09/06/2023	1,751.00	1,751.00	09/22/2023
92982	HOPP NEUMANN HUMKE LLP	164	LEGAL SERVICE	09/06/2023	3,603.00	3,603.00	09/22/2023
92982	HOPP NEUMANN HUMKE LLP	413 North St 1	LEGAL SERVICE	09/06/2023	139.50	139.50	09/22/2023
Total 92982:					5,912.50	5,912.50	
93036							
93036	SEERA	STMT091223	FOCUS ON ENERGY PAYMENT	09/12/2023	6,487.23	6,487.23	09/15/2023
Total 93036:					6,487.23	6,487.23	
93377							
93377	SHRED IT USA	8004688497	PAPER SHREDDING SERVICE	09/18/2023	151.73	151.73	09/28/2023
93377	SHRED IT USA	8004815128	SHREDDING SERVICE	09/25/2023	86.27	86.27	09/28/2023
Total 93377:					238.00	238.00	
93398							
93398	STUART C IRBY CO	S013435771.0	SPACER, HENDRIX .750" MAX D	08/31/2023	29,624.00	29,624.00	09/28/2023
93398	STUART C IRBY CO	S013435771.0	BRACKET, TANGENT MESSENG	08/31/2023	9,753.75	9,753.75	09/28/2023
93398	STUART C IRBY CO	S013435771.0	BRACKET, TANGENT STIRRUP	08/31/2023	1,293.75	1,293.75	09/28/2023
93398	STUART C IRBY CO	S013435771.0	BRACKET, ANGLE HENDRIX BA	08/31/2023	3,983.50	3,983.50	09/28/2023
93398	STUART C IRBY CO	S013435771.0	PIN, HENDRIX SHORT SHANK 2	08/31/2023	1,725.00	1,725.00	09/28/2023
93398	STUART C IRBY CO	S013435771.0	DOUBLE PIN PLATE	08/31/2023	650.70	650.70	09/28/2023
93398	STUART C IRBY CO	S013435771.0	PREFORM, DEAD END GRIP #1	08/31/2023	5,113.80	5,113.80	09/28/2023
93398	STUART C IRBY CO	S013435771.0	PREFORM, DEAD END GRIP #4	08/31/2023	2,341.50	2,341.50	09/28/2023
93398	STUART C IRBY CO	S013435771.0	HENDRIX DEADEND THIMBLE C	08/31/2023	566.40	566.40	09/28/2023
93398	STUART C IRBY CO	S013435771.0	127 AWA MESSENGER SPLICE	08/31/2023	3,874.50	3,874.50	09/28/2023
93398	STUART C IRBY CO	S013435771.0	BRACKET, ANTI-SWAY 24" AERI	08/31/2023	1,616.25	1,616.25	09/28/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 93398:					60,543.15	60,543.15	
93432							
93432	ADVANCED DISPOSAL SVCS S	0094884-4172-	CONTRACT - GARBAGE	09/01/2023	26,419.62	26,419.62	09/22/2023
93432	ADVANCED DISPOSAL SVCS S	0094884-4172-	CONTRACT - RECYCLING	09/01/2023	9,652.72	9,652.72	09/22/2023
93432	ADVANCED DISPOSAL SVCS S	0094884-4172-	HOUSING AUTH GARBAGE/REC	09/01/2023	345.00	345.00	09/22/2023
93432	ADVANCED DISPOSAL SVCS S	0094888-4172-	WASTE DISPOSAL SERVICE	09/01/2023	306.03	306.03	09/15/2023
93432	ADVANCED DISPOSAL SVCS S	0094888-4172-	WASTE DISPOSAL SERVICE	09/01/2023	393.58	393.58	09/15/2023
Total 93432:					37,116.95	37,116.95	
93556							
93556	EHLERS INVESTMENT PARTNE	STMT092623	INVESTMENT FEES	09/01/2023	2,682.46	2,682.46	09/28/2023
93556	EHLERS INVESTMENT PARTNE	STMT092623	INVESTMENT FEES	09/01/2023	865.01	865.01	09/28/2023
Total 93556:					3,547.47	3,547.47	
93665							
93665	ITSAVVY LLC	01451743	HP PROBOOK 450 G10 NOTEB	09/19/2023	937.57	937.57	09/28/2023
93665	ITSAVVY LLC	01451743	MICROSOFT OFFICE HOME & B	09/19/2023	244.13	244.13	09/28/2023
93665	ITSAVVY LLC	01452044	HP PROBOOK 450 G10 NOTEB	09/20/2023	937.57	937.57	09/28/2023
Total 93665:					2,119.27	2,119.27	
93710							
93710	PLYMOUTH POLICE DEPT	09072023	K9 GOLF EVENT CASH DRAWE	09/07/2023	300.00	300.00	09/08/2023
Total 93710:					300.00	300.00	
93771							
93771	SHEBOYGAN COUNTY REGIST	09222023	RECORDING FEE	09/22/2023	30.00	30.00	09/28/2023
Total 93771:					30.00	30.00	
93845							
93845	HYDRO CORP INC	0073907-IN	CROSS CONNECTION PROGRA	08/31/2023	1,083.00	1,083.00	09/08/2023
Total 93845:					1,083.00	1,083.00	
93877							
93877	INFOSEND INC	246429	BILL MAILING SERVICE	08/31/2023	4,354.73	4,354.73	09/28/2023
Total 93877:					4,354.73	4,354.73	
93936							
93936	PHILS PUMPING & FABRICATIO	56931	FLEET VEHICLE MAINTENANCE	08/29/2023	436.25	436.25	09/15/2023
Total 93936:					436.25	436.25	
94157							
94157	MEYER ELECTRIC SERVICE	E5088	EXCAVATING ELECTRIC DEPT	08/29/2023	2,620.00	2,620.00	09/08/2023
94157	MEYER ELECTRIC SERVICE	E5088	EXCAVATING ELECTRIC DEPT	08/29/2023	2,498.00	2,498.00	09/08/2023
Total 94157:					5,118.00	5,118.00	
94248							
94248	BOBCAT OF JANESVILLE	02-262528	FLEET VEHICLHLE MAINTENANC	08/24/2023	128.48	128.48	09/22/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 94248:					128.48	128.48	
94308							
94308	DEPARTMENT OF REVENUE	STMT 9-13-202	TONI CAHALA	09/13/2023	35.00	35.00	09/22/2023
Total 94308:					35.00	35.00	
94333							
94333	FISCHERS FLEET SERVICE INC	70068	FLEET VEHICLE MAINTENANC	08/28/2023	1,473.37	1,473.37	09/28/2023
94333	FISCHERS FLEET SERVICE INC	70071	FLEET VEHICLE MAINTENANC	08/30/2023	1,130.60	1,130.60	09/28/2023
Total 94333:					2,603.97	2,603.97	
94341							
94341	MONROE TRUCK EQUIPMENT I	849736	GARAGE LARGE EQUIP REPAIR	09/11/2023	14.78	14.78	09/22/2023
Total 94341:					14.78	14.78	
94491							
94491	H & R SAFETY SOLUTIONS INC	8101	RUBBER GLOVE PROTECTORS	08/29/2023	261.00	261.00	09/08/2023
94491	H & R SAFETY SOLUTIONS INC	8113	STREET SIGNS & MARKINGS M	09/08/2023	237.60	237.60	09/22/2023
94491	H & R SAFETY SOLUTIONS INC	8123	SMOKE SAFETY GLASSES	09/14/2023	142.80	142.80	09/22/2023
94491	H & R SAFETY SOLUTIONS INC	8123	CLEAR SAFETY GLASSES	09/14/2023	66.00	66.00	09/22/2023
Total 94491:					707.40	707.40	
94503							
94503	AMARIL UNIFORM COMPANY	IV249011	CARHARTT SHIRT LARGE TALL	09/05/2023	138.00	138.00	09/22/2023
94503	AMARIL UNIFORM COMPANY	IV249011	COMPANY LOGO	09/05/2023	13.00	13.00	09/22/2023
Total 94503:					151.00	151.00	
94517							
94517	DEAN ENTERPRISES LLC	A-148389	EVERGREEN GOLF COURSE C	09/15/2023	147.50	147.50	09/22/2023
94517	DEAN ENTERPRISES LLC	A-148394	PARKS CONTRACTOR	09/15/2023	147.50	147.50	09/22/2023
Total 94517:					295.00	295.00	
94573							
94573	DIGICORP INC	347882	SENTINEL ONE EDR SUBSCRIP	09/15/2023	484.00	484.00	09/28/2023
Total 94573:					484.00	484.00	
95046							
95046	TRAFFIC LOGIX CORPORATION	SIN22146	RADAR	09/14/2023	232.10	232.10	09/28/2023
Total 95046:					232.10	232.10	
95117							
95117	DICKMAN COMMUNICATIONS	209	EOC UPGRADES	08/15/2023	1,329.00	1,329.00	09/28/2023
95117	DICKMAN COMMUNICATIONS	212	NETWORK WIRING	08/15/2023	465.00	465.00	09/28/2023
Total 95117:					1,794.00	1,794.00	
95121							
95121	NELSON & ASSOCIATES, LLC	3465	UNIFORMS - POLICE	09/05/2023	1,383.18	1,383.18	09/15/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 95121:					1,383.18	1,383.18	
95222							
95222	BOUND TREE MEDICAL, LLC	85088799	MEDICAL SUPPLIES - FIRE	09/13/2023	737.79	737.79	09/22/2023
Total 95222:					737.79	737.79	
95411							
95411	DEANS ELECTRIC, LLC	10553	BUILDING MAINTENANCE - LIB	09/13/2023	317.76	317.76	09/22/2023
Total 95411:					317.76	317.76	
95414							
95414	POSTHUMA HOMES LLC	714 Meadow Ri	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
Total 95414:					1,000.00	1,000.00	
95443							
95443	NASS BUILDERS LLC	2301 DOUGLA	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
Total 95443:					1,000.00	1,000.00	
95459							
95459	BLACK DAWG DIESEL LLC	4880	VEHICLE MAINTENANCE	08/16/2023	514.55	514.55	09/28/2023
Total 95459:					514.55	514.55	
95518							
95518	EUGENE OR JILL SCHALL	721 TRAIL RID	SECURITY DEPOSIT REFUND	09/13/2023	1,000.00	1,000.00	09/22/2023
Total 95518:					1,000.00	1,000.00	
95541							
95541	ENVIRONMENTAL CONSULTING	6261	LABORATORY	05/10/2023	1,800.00	1,800.00	09/28/2023
Total 95541:					1,800.00	1,800.00	
95714							
95714	TRANSUNION RISK AND ALTER	135504720230	OPERATING SUPPLIES - POLIC	09/06/2023	75.00	75.00	09/15/2023
Total 95714:					75.00	75.00	
95716							
95716	SHAKEDOWN TOOLS LLC	17905	GARAGE HARDWARE AND TOO	09/06/2023	17.95	17.95	09/22/2023
95716	SHAKEDOWN TOOLS LLC	18081	GARAGE HARDWARE AND TOO	09/13/2023	29.18	29.18	09/22/2023
Total 95716:					47.13	47.13	
95743							
95743	ESSENTIAL SEWER & WATER S	C-6 P.O. 10121	REPAIR WATER SERVICE	09/01/2023	3,125.00	3,125.00	09/15/2023
95743	ESSENTIAL SEWER & WATER S	C-7 P.O.	WATER MAIN REPAIR	09/18/2023	3,175.00	3,175.00	09/28/2023
Total 95743:					6,300.00	6,300.00	
95854							
95854	ALTEC SUPPLY	12374060	DILLON EDJR DYNAMOMETER	08/31/2023	1,740.00	1,740.00	09/08/2023
95854	ALTEC SUPPLY	12374060	FREIGHT	08/31/2023	106.45	106.45	09/08/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
95854	ALTEC SUPPLY	12376604	CM BANDIT RATCHET CHAIN H	09/05/2023	617.25	617.25	09/22/2023
95854	ALTEC SUPPLY	12376604	FREIGHT	09/05/2023	68.64	68.64	09/22/2023
95854	ALTEC SUPPLY	9258062	ROLL OF 1/2" ROPE	08/16/2023	167.45-	167.45-	09/22/2023
Total 95854:					2,364.89	2,364.89	
95899							
95899	TERESE SHAW	STMT 9-15-202	PETTY CASH - POLICE	09/15/2023	69.27	69.27	09/22/2023
Total 95899:					69.27	69.27	
95917							
95917	BADGER LABORATORIES INC	23-015247	WATER SAMPLES	09/11/2023	175.00	175.00	09/15/2023
Total 95917:					175.00	175.00	
95940							
95940	GORDON FLESCH COMPANY IN	IN14353636	COPY MACHINE	09/07/2023	182.41	182.41	09/15/2023
Total 95940:					182.41	182.41	
95951							
95951	HWY 67 PLYMOUTH LLC	30881032102	REFUND DEPOSIT BALANCE	09/26/2023	13,987.79	13,987.79	09/28/2023
95951	HWY 67 PLYMOUTH LLC	30881060102	REFUND DEPOSIT BALANCE	09/26/2023	5,380.92	5,380.92	09/28/2023
Total 95951:					19,368.71	19,368.71	
95975							
95975	RENNERT'S FIRE EQUIPMENT	1244	VEHICLE MAINTENANCE - FIRE	09/07/2023	391.00	391.00	09/22/2023
Total 95975:					391.00	391.00	
96160							
96160	LAWSON PRODUCTS INC	930892744	PARKS MATERIALS	09/01/2023	18.72	18.72	09/22/2023
Total 96160:					18.72	18.72	
96175							
96175	HILLCREST DEVELOPMENT LL	STMT 9-7-23 E	RELEASE OF ESCROW - GREY	09/06/2023	133,585.00	133,585.00	09/15/2023
Total 96175:					133,585.00	133,585.00	
96197							
96197	MEAD & HUNT	354260	DIGESTER ROOF - ENGINEERI	09/12/2023	4,637.50	4,637.50	09/28/2023
Total 96197:					4,637.50	4,637.50	
96236							
96236	VETTING CUSTOMS	6727	CITY ONLY	08/14/2023	1,842.59	1,842.59	09/15/2023
96236	VETTING CUSTOMS	7283	CAP VEHICLES FIRE	09/14/2023	321.07	321.07	09/22/2023
Total 96236:					2,163.66	2,163.66	
96277							
96277	AQUATIC INFORMATICS INC	105920	ANNUAL WIMS SUPPORT	09/05/2023	2,602.00	2,602.00	09/15/2023
Total 96277:					2,602.00	2,602.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96278							
96278	TANGENT INC.	SI116170	DATA COVE - EMAIL ARCHIVING	09/13/2023	3,500.00	3,500.00	09/28/2023
96278	TANGENT INC.	SI116170	DATA COVE - EMAIL ARCHIVING	09/13/2023	2,000.00	2,000.00	09/28/2023
Total 96278:					5,500.00	5,500.00	
96280							
96280	EDGAR CANTRALL	6886408012A	REFUND OVERPAYMENT	09/06/2023	112.00	112.00	09/08/2023
Total 96280:					112.00	112.00	
96286							
96286	LOCATORS & SUPPLIES INC	0309772-IN	VLOC3-9800 LOCATOR	09/19/2023	4,825.00	4,825.00	09/22/2023
96286	LOCATORS & SUPPLIES INC	0309772-IN	FREIGHT	09/19/2023	45.45	45.45	09/22/2023
96286	LOCATORS & SUPPLIES INC	0309824-IN	TRAINING	09/15/2023	800.00	800.00	09/22/2023
Total 96286:					5,670.45	5,670.45	
96287							
96287	TIMOTHY KAPellen	2878170001	ENERGY STAR INCENTIVE - DW	08/29/2023	25.00	25.00	09/08/2023
96287	TIMOTHY KAPellen	287817001	ENERGY STAR INCENTIVE - W	09/27/2023	40.00	40.00	09/28/2023
Total 96287:					65.00	65.00	
96288							
96288	CUSTOM CRAFT ROOFING & C	2028_1	ROOF REPAIR - LIBRARY	09/05/2023	421.43	421.43	09/08/2023
Total 96288:					421.43	421.43	
96290							
96290	KRIS MORSE ART	AUGUST 23 C	PAINTING COW	09/12/2023	4,917.34	4,917.34	09/22/2023
Total 96290:					4,917.34	4,917.34	
96291							
96291	TRACI ARGALL	6888508402	ENERGY STAR INCENTIVE - W	09/11/2023	65.00	65.00	09/15/2023
Total 96291:					65.00	65.00	
96292							
96292	MICHAEL SWANN	1884628303	ENERGY STAR INCENTIVE - F	09/11/2023	25.00	25.00	09/15/2023
Total 96292:					25.00	25.00	
96293							
96293	LUCILLE NIEDENS	15872682822	REFUND OVERPAYMENT	09/12/2023	100.00	100.00	09/15/2023
Total 96293:					100.00	100.00	
96294							
96294	KELLER INC	1045 LINDOEF	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
Total 96294:					1,000.00	1,000.00	
96295							
96295	MATTER CONSTRUCTION SER	108 TUMBLER	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 96295:					1,000.00	1,000.00	
96296							
96296	REINDL BUILDERS LLC	2246 DOUGLA	SECURITY DEPOSIT REFUND	09/07/2023	1,000.00	1,000.00	09/22/2023
Total 96296:					1,000.00	1,000.00	
96298							
96298	HIGHWAY TRUCK PARTS LTD	87424	GARAGE LARGE EQUIPMENT R	09/11/2023	550.00	550.00	09/28/2023
Total 96298:					550.00	550.00	
96299							
96299	CHASE & KYLEA INMAN	14871233302	REFUND OVERPAYMENT	09/19/2023	62.28	62.28	09/22/2023
Total 96299:					62.28	62.28	
96300							
96300	TJS MAINTENANCE CONSTUR	STMT091923	ASPHALT REPAIR	09/08/2023	10,000.00	10,000.00	09/28/2023
Total 96300:					10,000.00	10,000.00	
96301							
96301	LAWRENCE TEELING	12885815203	ENERGY STAR INCENTIVE - DW	09/18/2023	25.00	25.00	09/22/2023
Total 96301:					25.00	25.00	
96302							
96302	KATHLEEN J PRETTIE	09212023	RESCINDED TAXES	09/21/2023	440.36	440.36	09/22/2023
Total 96302:					440.36	440.36	
96303							
96303	LISA & JOSEPH HILL	20884832109	ENERGY STAR INCENTIVE - FR	09/25/2023	25.00	25.00	09/28/2023
Total 96303:					25.00	25.00	
96304							
96304	LILAC BREEZE DESIGN STUDIO	2421	BANNERS FOR TRAINING HOU	09/21/2023	337.60	337.60	09/28/2023
96304	LILAC BREEZE DESIGN STUDIO	2421	BANNERS FOR TRAINING HOU	09/21/2023	168.80	168.80	09/28/2023
Total 96304:					506.40	506.40	
Grand Totals:					643,528.28	643,528.28	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
--------	-------------	----------------	-------------	--------------	--------------------	-------------	-----------

CITY OF PLYMOUTH- PLYMOUTH UTILITIES

The above listed checks and ACH is in payment of the Utilities' accounts and are hereby approved with the following exceptions:

Exceptions:

THE FINANCE COMMITTEE

Dated: _____

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.
- Invoice Detail.GL account = "0100100001000"- "2200567002200", "2400111000000"- "8000232000000"

MEETING MINUTES

PUBLIC WORKS & UTILITIES COMMITTEE OF THE PLYMOUTH COMMON COUNCIL CITY OF PLYMOUTH, WISCONSIN

TUESDAY SEPTEMBER 26, 2023

- 1. Call to Order & Roll Call:** Chairperson Gilson called the meeting to order at 6:00 PM. On call of the roll, the following members were present: Mayor Pohlman, David Herrmann, Diane Gilson, and Angie Matzdorf. City Administrator/ Utilities Manager Tim Blakeslee, Alder. Greg Hildebrand, Alder. Mike Penkwitz, Alder. Jeff Tauscheck, Electric Operations Manager Ryan Roehrborn, and Clerk/Deputy Treasurer Anna Voigt.
- 2. Approval of May 9, 2023 Meeting Minutes:** Motion was made by Herrman/Gilson to approve the minutes with the correction of the year 2022 to 2023. A unanimous aye vote was cast. Motion carried.
- 3. Electric Utility Inventory Quotes and Future Inventory Management**
Process: Electric Operations Manager Roehrborn gave an update that they would like to increase the electric inventory for 3-4 years out. There have been longer lead times and increase in prices. The committee agreed to
- 4. Entertain a motion to go into closed session for the following:** Motion was made by Pohlman/Herrmann to go into closed session. Upon the call of the roll, all voted aye. Motion carried.

Pursuant to Wis. Stat. 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding land acquisition for a new substation

AND

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 land acquisition for a new substation Motion was made by Matzdorf/Herrman to go into open session. Upon the call of the roll, all voted aye. Motion carried.

- 5. Adjournment:** Motion was made by Pohlman/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

UNOFFICIAL MINUTES

FINANCE & PERSONNEL COMMITTEE OF THE PLYMOUTH COMMON COUNCIL

TUESDAY SEPTEMBER 26, 2023

- 1. Call to order and roll call:** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:30 PM. On call of the roll, the following member were present: Mayor Pohlman, John Nelson, Jeff Tauscheck, Greg Hildebrand, and Mike Penkwitz. Also present were: Alder. Angie Matzdorf, Alder. Dave Herrmann, Alder. Diane Gilson, City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works Cathy Austin, Deputy Police Chief Matt Starker, and Clerk / Deputy Treasurer Anna Voigt.
- 2. Approval of meeting minutes for September 12, 2023 meeting:** Motion was made by Hildebrand/Tauscheck to approve the minutes from September 12. A unanimous aye vote was cast. Motion carried.
- 3. 2024 Budget Work Session – Capital Improvement Plan Budget, Small Fund Budgets (Committed, RLF, USDA RLF, Housing, WSL RLF, TIF5, TIF6, Health, Risk, ARPA):** Blakeslee presented the proposed Capital Project Fund and Small Funds. Some of the bigger items in the Capital Project Fund includes vehicle requests from DPW and Police, the Dam project, and Forest Ave Street project. Blakeslee pointed out future Capital projects for the Fire Department such as the Aerial truck and a new Fire Engine. Blakeslee went over the small funds including the committed funds, revolving loan fund, USDA revolving loan fund, housing fund, water / sewer lateral loan, TID 4 / TID 5 / TID 6, health insurance, and risk insurance. Tauscheck asked if the Police radios were going to be funded by the County. The last time the radios were purchased the County purchased them for everyone. Blakeslee was going to look into it. Blakeslee also briefly spoke about the TID 4 extension.
- 4. Adjournment:** Motion was made by Pohlman/Hildebrand to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

**MINUTES
ROOM TAX COMMISSION
WEDNESDAY SEPTEMBER 20, 2023**

1. Call to order and roll call: The Room Tax Commission held a meeting on Wednesday, September 20 at 9:30 AM. Commission members present were Mayor Pohlman, Tim Blakeslee, Jessica Bumbard-Kinch, Mary Hauser, and Clerk/Deputy Treasurer Anna Voigt.

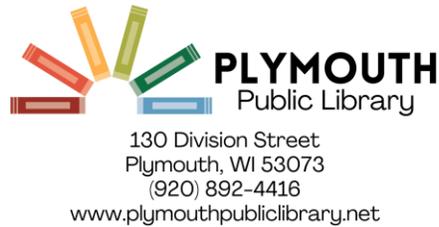
2. Election of Chairperson: Motion made by Hauser/Bumbard-Kinch to appoint Pohlman as the Chairperson. A unanimous aye vote was cast. Motion made by Pohlman/Bumbard-Kinch to appoint Blakeslee as the Vice Chairperson. A unanimous aye vote was cast. Motion carried.

3. Approve minutes from meeting held August 4, 2022: Motion was made by Pohlman/Hauser to approve the minutes from August 4, 2022. A unanimous aye vote was cast. Motion carried.

4. Discussion on Room Tax Revenue: Hauser passed out the Chamber of Commerce profit & loss budget. Pohlman asked if the Room Tax Rate is comparable to other communities. Hauser answered that yes, the 8% is similar to other communities. Blakeslee added that the City is maxed out at the 8%. Blakeslee also added that the Chamber can ask for additional funds through the Room Tax Commission if they have a special project. Hauser mentioned if they could ask for future money for new plaques on the new murals. Blakeslee stated that could be an option.

5. Approve Agreement for Tourism Promotion Services with Chamber of Commerce: Blakeslee explained the agreement is the same as the past. There is still additional chamber incentives that are in place and seem to be working. Motion was made by Pohlman/Blakeslee to approve the agreement. Upon the call of the roll, all voted aye. Motion carried.

6. Adjournment: Motion was made by Hauser/Bumbard-Kinch to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



**PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING MINUTES
September 11, 2023**

Meeting was called to order by B. McKnight at 6:29 pm. Present were: S. Britt, M. Kaczkowski, A. Matzdorf, B. McKnight and K. Murray. Absent were: S. Gloede and P. Norlander. Also present: Library Director L. Jochman,

There was no public comment or correspondence.

Motion by S. Britt, second by A. Matzdorf to approve the minutes of the August 7, 2023 meeting. Motion passed unanimously.

Motion by K. Murray, second by M. Kaczkowski to approve the financial report for August 2023. Motion passed unanimously.

Director L. Jochman reviewed some highlighted items on her monthly report. This included an update on the Plymouth Rotary Club Memory Kit grant, an update on patron behavior problems, and an update from the Library Foundation meeting.

Old Business

Director L. Jochman updated the board on the budget for 2024 which included an update with the new HVAC contract and updated staff salaries. Motion by K. Murray to approve the budget for 2024, second by S. Britt. Motion passed unanimously.

Director L. Jochman gave an update on action items the library staff will work on in 2024 for further the library's strategic plan. There was no further discussion.

New Business

With J. Van Norwick's resignation K. Murray moved to elect new officers, second by S. Britt. Motion to nominate K. Murray as president made by M. Kaczkowski, second by S. Britt. Motion passed. Motion by S. Britt to nominate B. McKnight as vice president, second by A. Matzdorf. Motion passed.

Motion by S. Britt to enter closed session, second by M. Kaczkowski. Motion passed unanimously.

Motion by K. Murray to enter open session, second by S. Britt. Motion passed unanimously.

Motion to approved the revised 2024 staff salaries as presented, second by M. Kaczkowski. Motion passed unanimously.

Announcements

There were no announcements.

Motion by S. Britt, second by K. Murray to adjourn. Motion passed. Meeting was adjourned at 7:19 pm.

Submitted by, Leslie Jochman
Library Board Secretary

THE HOUSING AUTHORITY OF THE CITY OF PLYMOUTH

1214 Reed Street
Plymouth, WI 53073
920-893-5133, 920-893-6117(fax)

BOARD OF COMMISSIONERS

REGULAR MONTHLY MEETING

GENERAL MEETING CALL TO ORDER:

The regular monthly meeting of the Board of Commissioners was called to order at 8:57 AM, October 5th, 2022 by Chairman Linda Opitz.

Chairman: Linda Opitz
Vice Chairman: Judith Kapellen
Commissioner: Dennis McMullen
Commissioner: Marsha Vollbrecht
Commissioner: Jay Groshuesch
Secretary: Bob Hemauer
Guest: Denise Drews, Mary Ann Drews

PROCEEDINGS

1. The minutes of the September 7th 2022 meeting were read. After review of the minutes, a motion was made by Commissioner Vollbrecht and second by Commissioner Groshuesch to approve the minutes. The motion was carried.
2. Recognition of tenant concerns:
 - a. Vacancies; Unit 1200A has given notice for end of Oct. Already filled.
 - b. Problems; None.
 - c. Tenant Association organized. No October meeting.
3. The September 2022, Income and Expense report was reviewed. A motion was made by Commissioner Kapellen and second by Commissioner McMullen to approve the financial report. The motion carried.
4. The October 2022 invoices were reviewed and discussed and questions were answered by the Executive Director. Commissioner Groshuesch moved that all invoices be paid with Commissioner McMullen seconding the motion. The motion carried.

SECRETARY'S REPORT

1. Health Insurance: WEA Trust will no longer be available after Dec. 31, 2022. Common Ground looks like the insurer we will be going with.

Old Business

1. Open House for Community Room remodel: Date is October 19th from 4-6 PM. Other details were discussed.
2. Resolution #355, FYE 21 Audit: A motion was made to except the FY21/22 Audit from Collins & Associates by Commissioner Vollbrecht, a second by Commissioner McMullen. Motion carried.

NEW BUSINESS

1. Snow plowing for 2022-23, T Groshuesch wo proposals were submitted. A motion by Commissioner Groshuesch to accept the proposal from Lengling Property Management, a second by Commissioner McMullen, Motion carried.

There was no further business to come before the Commissioners of the Authority. A motion to adjourn at 9:42 AM by Commissioner Vollbrecht and seconded by Commissioner Kapellen, the motion carried.

The next scheduled regular meeting is November 9th. 2022 at 9 AM.

Respectfully submitted,



Robert Hemauer

Executive Director

Contracted inspection fees from the office of Pete Scheuerman

City Of Plymouth Sept.2023

Permits	Date	Address	Name	Description	Value	Fee	Contract	City
23259	8/29	314 Fairview	Lewtz	240 V Disconnect	500.00	\$55.00	\$50.00	\$5.00
23260	8/30	1404 Pilgrim	Millenium	Interior Remodel	50,000.00	\$385.00	\$350.00	\$35.00
23261	8/30	2875 Eastern	Jimmy Johns	Build Out	273,000.00	\$385.00	\$350.00	\$35.00
23262	8/30	504 Bishop	Nordwie	Window/Door	7,800.00	\$48.00	\$43.20	\$4.80
23263	8/31	1515 Kensington	Gutschow	Siding	6,000.00	\$36.00	\$32.40	\$3.60
23264	9/1	19S Milwaukee	Lambrook	Reroof	19,000.00	\$114.00	\$102.60	\$11.40
23265	9/5	820 Mockingbird	Eaton	Cabinets	8,000.00	\$48.00	\$43.20	\$4.80
23266	9/5	1135 Mockingbird	Tessman	Window/Door	11,900.00	\$72.00	\$64.80	\$7.20
23267	9/6	218 Mill Pond	Ford	Patio door	12,239.00	\$78.00	\$70.20	\$7.80
23268	9/6	1023 Davenport	Kraus	Window/Door	12,706.00	\$78.00	\$70.20	\$7.80
23269	9/6	913 Beech	Franceiore	Patio door	7,400.00	\$48.00	\$43.20	\$4.80
23270	9/6	121 Dewey	Dickfoss	Counter/Sink	6,000.00	\$36.00	\$32.40	\$3.60
23271	9/11	1204 Riverview	Langemar	Siding	57,990.00	\$348.00	\$313.20	\$34.80
23272	9/11	317 E Mill	Hughes	HVAC	6,500.00	\$55.00	\$50.00	\$5.00
23273	9/11	611 Krumrey	Holzen	Doors	4,000.00	\$30.00	\$27.00	\$3.00
23274	9/11	510 Schwartz	Rea	Garage Roof Win	7,000.00	\$42.00	\$37.80	\$4.20
Z23275	9/12	825 S Milwaukee	Leider	Sign	2,000.00	\$70.00	\$50.00	\$20.00
23276	9/12	25 Selma	Wachula	Reroof	10,625.00	\$66.00	\$59.40	\$6.60
23277	9/12	2564 Pickett	Standke	A/C	3,695.00	\$55.00	\$50.00	\$5.00
23278	9/14	19 South	Peterson	Reroof	15,000.00	\$90.00	\$81.00	\$9.00
23279	9/14	328 Middle	Bell	Window	1,748.00	\$30.00	\$27.00	\$3.00
23280	9/14	724 RidgePointe	Moegenoug	New Home	886,981.00	\$1,305.00	\$1,141.00	\$164.00
23281	9/18	119 Mead	Darr	Reroof	1,515.00	\$30.00	\$27.00	\$3.00

23282	9/18	314 E Clifford	GTS	Reroof	38,637.00	\$234.00	\$210.60	\$23.40
23283	9/18	716 Killdeer	Riesterer	Window	7,600.00	\$48.00	\$43.20	\$4.80
23284	9/18	348 North	Nichols	200A Service	3,825.00	\$55.00	\$50.00	\$5.00
23285	9/18	842 Davenport	Andrews	Ele. Service	2,200.00	\$55.00	\$50.00	\$5.00
Z23286	9/18	111 E Prospect	Meyer	Fence	1,400.00	\$35.00	\$0.00	\$35.00
23287	9/19	620 N Milwaukee	TeStereo	Window/Roof	31,000.00	\$186.00	\$167.40	\$18.60
23288	9/19	1016 Sunset	Meekstien	Tub	14,718.00	\$55.00	\$50.00	\$5.00
23289	9/19	1100 Wilson	Sagal	Furnace	8,409.00	\$55.00	\$50.00	\$5.00
23290	9/19	427 E Main	Hinterstoccer	Siding	4,500.00	\$30.00	\$27.00	\$3.00
23291	9/19	811 Chaplin	Schroeder	Shed	4,500.00	\$55.00	\$50.00	\$5.00
23292	9/20	434 E Mill	Hauser	Reroof	3,769.00	\$30.00	\$27.00	\$3.00
23293	9/20	12 W Main	Sartori	Siding	10,000.00	\$60.00	\$54.00	\$6.00
23294	9/25	425 N Stafford	Seifert	Deck Repair	1,000.00	\$30.00	\$27.00	\$3.00
23295	9/25	155 Daleview	KW Propertes	Ele. Service	1,800.00	\$55.00	\$50.00	\$5.00
23296	9/25	315 Mead	Bognar	Reroof	7,271.00	\$48.00	\$43.20	\$4.80

23280 New Home Deposit 1000

1,552,228.00 4,535.00 4,015.00 520.00

No. of All Building Permits		37
Valuation of all Building Permits <i>including commercial additions and remodeling</i>		\$665,247.00
No. of New Single Family Homes		1
Valuation of all New Home <i>including Two Families</i>		\$886,981.00
No. of New Multiple Family Buildings		0
No. of Units		0
Valuation of all Multiple Family		\$0.00
No. of New Commercial/Industrial Buildings		0
Valuation of all Commercial/Industrial Buildings		\$0.00
No. of Addition to Commercial Valuation of Additions	Industrial Bldg.	0 \$0.00
Total Permits		38
Total Value		\$1,552,228.00



Application for Event

City of Plymouth
128 Smith Street
P.O. Box 107
Plymouth, WI 53073

Applicant Name DUWAYNE WIECK Phone Number 920-627-1879
Address 2301 DOUGLAS DR. City PLYMOUTH Zip 53073
Are you a 501 (C-3) non-profit organization? No Yes Tax Exempt # _____

I have included my organization's proof of insurance with this form.
 I am exempt from requiring proof of insurance because _____

Authorized Agent DUWAYNE WIECK (Clerk/Treas. Initials) CEL
Home Phone 920-627-1879
Bus. Phone _____

Address 2301 DOUGLAS DR. City PLYMOUTH Zip 53073
Point of contact at Event (if different than Agent) DUWAYNE WIECK 920-627-1879

- Type of Event: (Check all appropriate blocks) Public Private
- Athletic Activity (tournament, sports event)
 - Block Party
 - Financial Gain Event (map required)
 - Community/Park Event
 - Parade/Street Closing (map required)
 - Runs/Walks (map required)
 - Business/Organization Event
 - Other _____

Event Date(s): OCTOBER 29th 2023 Start/End Time: 1:00 PM - 3:00 PM

Name of Activity TRUNK OR TREAT Purpose: COMMUNITY SAEFTY AWARENESS

Assembly Area _____ Dispersal Area: _____

Estimated Attendance 200 No. of Parade Units: N/A

Location of Block Party STAPER PARK PARKING LOT
(Block off - street from - street to)

Check all appropriate boxes:

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Admission/Entry Fee	<input type="checkbox"/>	<input type="checkbox"/>	Fireworks
<input type="checkbox"/>	<input type="checkbox"/>	Financial Gain Activity	<input type="checkbox"/>	<input type="checkbox"/>	Amusement Rides
<input type="checkbox"/>	<input type="checkbox"/>	Concession Sales	<input type="checkbox"/>	<input type="checkbox"/>	Setting Up Tents
<input type="checkbox"/>	<input type="checkbox"/>	Vendor Displays/Sale	<input type="checkbox"/>	<input type="checkbox"/>	Amplification Equipment
<input type="checkbox"/>	<input type="checkbox"/>	Electricity Needed	<input type="checkbox"/>	<input type="checkbox"/>	Musical Bands
<input type="checkbox"/>	<input type="checkbox"/>	Portable Toilets	<input type="checkbox"/>	<input type="checkbox"/>	Horses/Animals
<input type="checkbox"/>	<input type="checkbox"/>	Street Closure	<input type="checkbox"/>	<input type="checkbox"/>	Snowmobiles/ATV's
<input type="checkbox"/>	<input type="checkbox"/>	Barricades Needed (<u>?</u>)	<input type="checkbox"/>	<input type="checkbox"/>	Beer Sales*
		Quantity			*Requires Special Permit

The applicant named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.
The applicant individually, or the authorized agent on behalf of applicant, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the City of Plymouth and each and every of its elected, and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally for and against any and all claims, causes of action, actions, liabilities, demand, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, incidents, activities, and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the City of Plymouth and each and every of it's elected and appointed officials, employees, and agents, regardless of when and where, occurring or arising from this event.
The public event applicant shall submit a general liability insurance policy certificate in the amount of \$1 million dollars naming the City of Plymouth as an additional insured party. The applicant for this public event must be 18 years of age. Any misrepresentation of public events described in this application occurring in City of Plymouth parks or facilities will be just cause for future denial of rental agreements with the City of Plymouth.

Date October 2nd Signature DuWayne Wieck
(Must be Applicant or Duly Authorized Agent)

PROCLAMATION
CITY OF PLYMOUTH

WHEREAS, on October 6, 1964, the United States Congress designated October 15 of each year as White Cane Safety Day; and

WHEREAS, blindness and severe visual impairment affect approximately 109,000 Wisconsin residents; and

WHEREAS, the majority of these persons use travel aids, such as a white cane or a service animal to get around public streets and sidewalks and places of public accommodation; and

WHEREAS, these travel aids are universally recognized as symbols representing vision loss; and

WHEREAS, Wisconsin's White Cane Law requires that motorists come to a full stop before approaching closer than 10 feet to a pedestrian who is using a white cane or service animal; and

WHEREAS, Greater awareness of the White Cane Law leads to safer, more attentive driving in general, enhancing the safety of all pedestrians, including children, elders and people with disabilities; and

WHEREAS, communities have the opportunity to implement many proven features to enhance the safety of all pedestrians, including sidewalks, accessible pedestrian signals and curb ramps.

NOW, THEREFORE BE IT RESOLVED, that I, Mayor Don O. Pohlman, on behalf of the residents of the City of Plymouth do hereby proclaim, Sunday, October 15, 2023 as **WHITE CANE SAFETY DAY** in the City and also acknowledge the importance of pedestrian safety year-round.

Donald O. Pohlman,
Mayor
City of Plymouth



DATE: October 5, 2023

TO: Committee of the Whole

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: Discussion and Possible Action on 2023-2026 Strategic Plan

Background: Strategic Planning was identified as a priority in the City Administrator/Utilities Manager's 2023-2025 Work Plan. Strategic planning, at its core, is establishing a clear direction forward for the organization in alignment with its mission and core values. In April, an agreement for Strategic Planning Services with CP Squared Consulting was approved. From April through September 2023, the City of Plymouth engaged in a strategic planning process. The process generated a Strategic Plan covering 2023-2026.

In summary, the project took the following steps:

- Conduct internal stakeholder engagement activities including two focus groups; - **Completed - May 2023**
- Facilitate strategic planning workshops with the City's elected officials and senior leadership to develop organizational goals that can be monitored; - **Completed – July 2023**
- Facilitate an implementation strategy including quarterly updates with staff to deliver progress reports on organizational goals and initiatives; - **Completed – August and September 2023, quarterly updates to continue**
- Provide a final summary report of the strategic planning process and outcomes for use by the City Council, staff, and broader community; - **Completed. Draft presented tonight.**
- Review and modify if needed the organization's mission and long-term vision to set organizational priorities and the City's overall strategic direction. - **Completed. Draft presented tonight.**

The plan consists of four strategic goals, identified as the issues of greatest importance to Plymouth over the next three years. The four strategic goals are the following:

- Efficient Operations
- Financial Sustainability
- Enhanced Quality of Life
- Workforce Recruitment and Retention

Each goal has an associated outcome, key outcome indicators, and performance targets. These were determined through a facilitated process including the elected board and staff, and incorporated stakeholder feedback from two focus groups.

The strategic planning process also included updating and/or creating the vision, mission, and core values of the City of Plymouth. Draft vision, mission, and core values were identified as the following:

DRAFT VISION: A friendly small town where everyone wants to be! In Plymouth, all are connected, cared for, and able to thrive in a beautiful, safe community that values opportunity and a high quality of life for all.

DRAFT MISSION Our mission is to support a high quality of life for the city and build long-term sustainability for the future. We continually improve by engaging our community, leveraging partnerships, and maintaining high quality staff to provide our community with safe and cost-effective services.

CORE VALUES

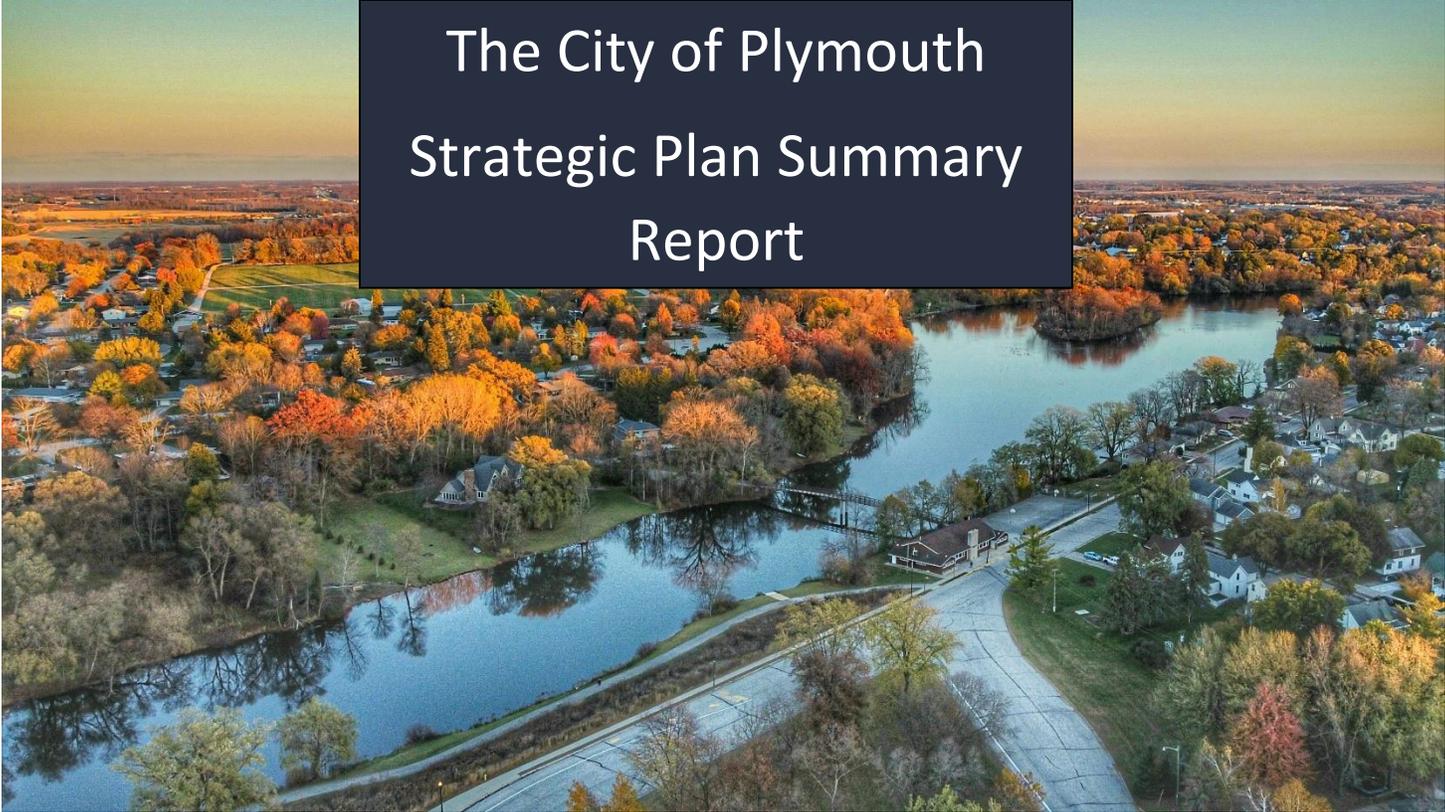
- *Respect: We treat others like we want to be treated.*
- *Integrity: We honor our commitments in our words and actions.*
- *Safety: We prioritize the wellbeing of all in our community.*
- *Community: We work on behalf of everyone and treat everyone like family.*
- *Honesty: We value truth and transparency in our interactions.*
- *Openness: We listen to what others have to say.*
- *Fun: We enjoy the work we do together.*
- *Innovative: We are open to new ideas and ways of doing things.*

A full draft of the strategic plan is included as Attachment 1. The associated action plan to achieve the outlined strategic goals is included as Attachment 2. Staff will provide an overview of the strategic plan at the meeting and Council can choose to adopt the Plan or provide additional feedback.

Recommendation: Move to Adopt 2023-2026 Strategic Plan.

Attachment:

1. Draft Strategic Plan
2. Draft Action Plan



The City of Plymouth Strategic Plan Summary Report

Presented by Cory Poris Plasch
President



The City of Plymouth

September 20, 2023

Dear Mayor Pohlman:

I am pleased to submit to you the 2023-2026 Strategic Plan and Summary Report for the City of Plymouth. This plan reflects the organization's goals, commitment to measurable outcomes, and the delivery of quality services to the community.

It has been a pleasure assisting the City of Plymouth with the community's first Strategic Plan. I particularly wish to thank City Administrator, Timothy Blakeslee, for his assistance during the process. Elected and staff leadership displayed focused effort and commitment that led to the formulation of a clear, actionable Strategic Plan for the City of Plymouth.

Respectfully submitted,

A handwritten signature in black ink that reads "Cory Poris Plasch". The signature is written in a cursive, slightly slanted style.

Cory Poris Plasch

President

CP2 Consulting

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Executive Summary

From April through August 2023, the city of Plymouth engaged in a Strategic Planning Process. The process generated a Strategic Plan covering 2023-2026.

The Plan consists of four Strategic Goals, identified as the issues of greatest importance to Plymouth over the next three years. Each goal has an associated outcome, key outcome indicators, and performance targets. These were determined through a facilitated process including the elected board and staff, and incorporated stakeholder feedback from two focus groups.

As part of the Strategic Planning Process, the vision, mission, and values were evaluated. The City of Plymouth chose to update their mission, vision, and values.



A cross functional team of staff helped to further develop the Strategic Plan by identifying initiatives to achieve the Strategic Goals. This team will continue to work to develop and implement project plans for each initiative and create a communication plan to ensure that all City of Plymouth staff understand the overall goals, as well as being able to meaningfully incorporate action steps to achieve those goals into their overall responsibilities.

Strategic Summary

DESIRED OUTCOME	KEY OUTCOME INDICATOR (KOI)	PERFORMANCE TARGET	STRATEGIC INITIATIVES
Strategic Goal: Efficient Operations			
Increased service load capacity	<ul style="list-style-type: none"> - # mw of electric - # of miles of water main and sanitary service 	<ul style="list-style-type: none"> - # 5 mw by 2026 - # 1 mile of new water main and sanitary sewer by 2029 	<ul style="list-style-type: none"> - Develop Infrastructure Improvement Plan to meet future demands - Develop Infrastructure Expansion Financial Plan - Create Street Improvement Strategy - Develop Comprehensive Technology Strategy - Develop Outage Management System
Technology enhanced service delivery	<ul style="list-style-type: none"> - # of new technologies implemented 	<ul style="list-style-type: none"> - ≥ GIS, water, and electric technologies implemented by 12/26 	
Improved critical systems monitoring	<ul style="list-style-type: none"> - # of outages - time between technology failures - street condition rating 	<ul style="list-style-type: none"> - Decrease number of outages by 5% - Increase mean time between failures by 10% - Increase average street rating to > 7 	
Strategic Goal: Financial Sustainability			
Sufficient finances for future needs	<ul style="list-style-type: none"> - \$ Capital Improvement Fund 	<ul style="list-style-type: none"> - \$1.5M in Capital Improvement Fund by 12/26 	<ul style="list-style-type: none"> - Create Closure Strategy for Existing TID - Update current Comprehensive Financial Policy based on GFOA guidelines - Create a Levy Strategy - Create a New TIF Strategy - Create a Commercial/Industrial Key Sites Development Plan - Develop a new RLF Marketing Program
Expanded economic development	<ul style="list-style-type: none"> - \$ Commercial / Industrial (C/I) tax value - # new C/I permits 	<ul style="list-style-type: none"> - C/I tax value increased by 10% by 12/26 - C/I permits increased by 10% by 12/26 	
TIF District utilization expanded	<ul style="list-style-type: none"> - # of repurposed sites - % increase in incentives 	<ul style="list-style-type: none"> - # of repurposed sites increased by 5% by 12/26 - Incentives increased by 15% by 12/26 	

Strategic Summary (Continued)

DESIRED OUTCOME	KEY OUTCOME INDICATOR (KOI)	PERFORMANCE TARGET	STRATEGIC INITIATIVES
Strategic Goal: Enhanced Quality of Life			
Increased housing options for all	<ul style="list-style-type: none"> - # of Senior housing units - # of workforce housing units - # of affordable housing units 	<ul style="list-style-type: none"> - Two development agreements by 12/26 - Ten building permits by 12/26 	<ul style="list-style-type: none"> - Develop Comprehensive Housing Strategy - Develop Residential Key Sites Marketing Plan - Create Public Safety Training Program - Create Web-based City Newsletter - Develop City of Plymouth Outreach Strategy
Expanded safety education for the community	<ul style="list-style-type: none"> - # of Safety Education programs 	<ul style="list-style-type: none"> - Three education programs established by Police, Fire, and Utilities by 12/26 	
Increased community engagement	<ul style="list-style-type: none"> - # of public events - # social media followers - # of website hits 	<ul style="list-style-type: none"> - Three public events by 12/26 - Increase by 25% in social media followers by 12/26 - Increase by 15% in website hits by 12/26 	
Strategic Goal: Workforce Recruitment and Retention			
Staff capacity to meet service demands	<ul style="list-style-type: none"> - Time to fill open positions 	<ul style="list-style-type: none"> - Time to fill decreased by 25% by 12/26 	<ul style="list-style-type: none"> - Update Hiring Practices and Procedures - Implement Referral Tracking System - Create Employee Satisfaction Survey - Create a Benefit Enhancement Strategy - Create an Employee Recognition Program
Enhanced organizational culture	<ul style="list-style-type: none"> - # of employee referrals for open city positions - % positive rating on employee survey 	<ul style="list-style-type: none"> - Employee referrals for open positions increased by 25% by 12/26 - Employee survey positive rating increased by 25% by 12/26 	
Increased employee retention	<ul style="list-style-type: none"> - # of years of service by employees not eligible for full retirement 	<ul style="list-style-type: none"> - Increase by 25% in years of service by employees not eligible for full retirement 	

Vision, Mission, Values

DRAFT VISION

A friendly small town where everyone wants to be! In Plymouth, all are connected, cared for, and able to thrive in a beautiful, safe community that values opportunity and a high quality of life for all.

DRAFT MISSION

Our mission is to support a high quality of life for the city and build long-term sustainability for the future. We continually improve by engaging our community, leveraging partnerships, and maintaining high quality staff to provide our community with safe and cost-effective services.

CORE VALUES

Respect: *We treat others like we want to be treated.*

Integrity: *We honor our commitments in our words and actions.*

Safety: *We prioritize the wellbeing of all in our community.*

Community: *We work on behalf of everyone and treat everyone like family.*

Honesty: *We value truth and transparency in our interactions.*

Openness: *We listen to what others have to say.*

Fun: *We enjoy the work we do together.*

Innovative: *We are open to new ideas and ways of doing things.*

The Strategic Planning Process

THE STRATEGIC PLANNING PROCESS

The Strategic Planning Process seeks to answer five questions:

- Where are we right now? (Plan Development)
- Where do we want to be? (Plan Development)
- How do we get there from here? (Plan Implementation)
- How will we know when we get there? (Plan Implementation)
- Are there changes in the future external environment that we need to consider?

DEVELOPMENT

Where are we now?

Scan the Environment
Conduct a Strengths, Weaknesses,
Opportunities, and Threats (SWOT)
Analysis
Develop a Strategic Profile
Identify Strategic Challenges

Where are we going?

Determine our Mission
Define Core Values
Establish our Vision
Identify Key Intended Outcomes

IMPLEMENTATION

How will we get there?

Develop Initiatives
Define Performance Measures
Set Measurable Targets
Cascade throughout Organization

How will we know?

Create detailed Project Plans
Establish Accountability: Who, What,
When
Identify Success Indicators
Determine Reporting Structure

Assessing the Current Environment

The Strategic Planning Process began with a meeting with the consultant and Plymouth senior staff. The meeting included a review of strategic planning principles, a discussion of organizational value proposition, the status of vision and mission statements, and a tutorial on preparing an Environmental Scan. The session concluded with a timeline for the planning process, assignments for preparation of the Environmental Scan, and a process for conducting the stakeholder outreach.



This was followed by interviews with the Common Council members, which were conducted by the consultant. The interviews revealed perspectives on the state of the community, city operations, current challenges, and opportunities for the future.

Operating Review, Stakeholder Engagement

To answer the question “Where are we now?,” the Strategic Planning Process began with gaining an understanding of the operating environment. This is the first activity in developing a Strategic Plan as internal and external forces, dynamics, and constraints must be considered to arrive at the most effective strategy.

Assessing the environment included:

- An Environmental Scan
- Focus Groups

The Environmental Scan was conducted by staff in collaboration with the consultant and the consultant facilitated the Focus Groups.

As environmental factors change over time, they need to be evaluated and incorporated into the strategic thinking and planning process using current data. As a result, the Focus Groups were limited in scope and consisted of Plymouth staff. Each Focus Group discussed what participants saw as strengths of the community along with opportunities for change. The questions for the Focus Groups centered on city services and the quality of life within the community — the core responsibilities of the city and the focus of strategic planning.

The results of these efforts were presented to the Common Council at the first Strategic Planning Session on June 27, 2023. They are summarized below along with links to the complete results.

Environmental Scan

The Environmental Scan is a description and analysis of the City of Plymouth, including both internal and external forces and constraints. As the initial phase of the Strategic Planning Process, it provides an opportunity to understand how current and emerging trends interact and provides a framework for understanding relevant issues in planning its future. Staff presented a review of internal operations and current challenges facing the organization.

Key Takeaways:

- Several takeaways from the Environmental Scan center on personnel. It's important that Plymouth maintains competitive wages, benefits, and flexible work policies in order to recruit and retain high-quality employees.
 - Seasonal staffing may pose a problem, and lead to the reduction or elimination of City services, if Plymouth cannot find and hire seasonal workers.
 - Healthcare costs for both the City and employees continue to rise. Costs do not show any indication of slowing down and could impact labor negotiations, employee attraction and retention, and budgets for years to come.
 - In the past, the Police Department was not fully staffed. However, recently, the Police Department has reached full staffing and a new Police Chief was hired. The DPW and Utility Crew are currently fully staffed. The Finance Department, however, has several current vacancies due to turnover in several positions. It's important that Plymouth adds staff as needed to maintain service levels as the City expands.
- The financial overview of Plymouth was also a key takeaway from the Environmental Scan. Through a Capital Improvement Plan, the City is working to identify the funding needs and solutions to maintain its current service levels, address its needs as a growing city, and provide budget stability.
 - Two goals relating to the finances of Plymouth are to minimize annual variation in the tax levy and to reduce debt.
 - The primary priorities of the Capital Improvement Program include infrastructure replacement, equipment replacement, and facilities management.
 - Several large Capital Improvement Program projects include 1) a ladder truck, 2) a utility storage facility, 3) the Mill Pond dam, 4) the substation project, 5) WWTP Digester cover, and 6) City/utility large trucks. Street maintenance and replacement funding is also on the City's radar.
- Overall, Plymouth is in a good place with a solid general fund reserve balance and adequate staffing.

Focus Group Results

FOCUS GROUP RESULTS

As part of the City of Plymouth's Strategic Planning Process, Focus Groups were conducted on May 16, 2023. Participants were employees recruited by City staff. Plymouth's Focus Group discussed the subject of the city's strengths and challenges. Each meeting ran for approximately 90 minutes.

A Focus Group is a small-group discussion guided by a trained facilitator. It is used to gather in-depth information about a community's thoughts and opinions about a designated topic. The interaction enables participants to ask questions of each other, as well as to re-evaluate and reconsider their own understandings of their specific experiences. The facilitator's role is to gather information in an impartial and confidential manner, manage the pace of the discussion, and ensure that everyone has a chance to participate. The process included a set of questions and follow-up discussion within the small group.

Key Takeaways:

- There were a handful of themes mentioned in the Focus Group, including public safety, roads, infrastructure, City services, economic development/downtown, affordable housing, schools, and employee recruitment and retention.
- The feedback on public safety was generally positive. People feel safe in Plymouth, but there is some concern surrounding an increase in the development of low-income housing, a perception of increasing drug use, domestic violence, violence within schools, and high speeds on narrow roadways.
- There was a lot of discussion surrounding the City's roads. Though there is an acknowledgement that road conditions are often not controlled by the City, there was concern surrounding traffic on Eastern Avenue, PP, and Fleet Farm, discussions about a potential roundabout, and concerns with narrow roads.
- Participants were very satisfied with the City's layout and amenities. However, concerns relating to fixing the dam and the rivers being cleaned and maintained were mentioned. Increasing the number of trails and walkable paths and reviving Eastern Avenue were also mentioned.
- When it comes to City services, a hot topic for the Focus Group was more activities for Plymouth's teenaged youth. Public transportation, and other resources, especially for the elderly, were a concern as well. Better broadband connection in certain regions of the City was also a topic.

- When it comes to downtown/economic development, the Focus Group thinks there is an abundance of jobs in the City, including high paying ones. There is a variety of businesses and restaurants, and the downtown area is visually appealing, but more “mom and pop” businesses should be located downtown. Quality childcare within Plymouth was also mentioned as a concern.
- Housing was a topic of focused discussion. There are concerns that there is not enough housing options for the middle class and there is a gap between apartments and luxury housing. If Plymouth wants to attract and retain workers, there needs to be housing available that suits their needs and budgets.
- With the topic of schools came concerns relating to drug use and action being taken to combat increasing drug use. A solution focused on eliminating violence in schools was also discussed. The implementation of trade and skill building as academic options were brought up in the Focus Group as well.
- City employee recruitment and retention was also a topic discussed in the Focus Group. It is difficult to find quality, qualified employees. Younger workers are more likely to leave for the City for higher wages elsewhere. It was also mentioned that if it works, don’t fix it. Not all change is good.

Understanding the Environment

UNDERSTANDING THE ENVIRONMENT AND SETTING STRATEGIC GOALS

An integral part of the Strategic Planning Process is a SWOT Analysis, which stands for strengths, weaknesses, opportunities and threats. It provides a situational overview of the environment in which strategic planning takes place and allows a systematic examination of factors impacting the community. Strengths and Weaknesses examine the internal operating environment, while Opportunities and Threats evaluate the external operating environment.

To provide ample opportunity for reflection, a SWOT survey was distributed to the Common Council and senior staff prior to the Strategic Planning session. During the Strategic Planning Retreat, the SWOT data was reviewed to determine key themes and strategic issues.



SWOT Analysis

STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> - Experienced Staff - Strong Leadership - Strong Finances - Cohesiveness - Teamwork - Technology - Potential to do and achieve - Communication 	<ul style="list-style-type: none"> - Staffing / Retention / Wages - Limited budget - Infrastructure - Strategic direction - Citizen communication - Online municipal code (difficult to use) 	<ul style="list-style-type: none"> - Develop all levels of housing - Use technology for better communication and functionality - Community development of retail, industry, and recreational facilities - Improve community relations and communication - Financial opportunities with TIDs - Staff retention, development, market pay / benefits 	<ul style="list-style-type: none"> - Cost pressures / economic conditions (increasing costs, tight budgets) - Housing- lack of housing overall - Employee retention/staffing - New and changing regulations - Poor planning/resistance to change - Polarizing political environment/lack of community interest

The strategic issues brought to light by the SWOT Analysis include finances, housing, staffing and retention, economic development, public communication, infrastructure, public safety, the dam on Eastern Avenue, quality of life, and operations.

The Strengths and Opportunities groups then combined to discuss how internal strength coupled with external opportunities could be enablers of success. The Weaknesses and Threats groups combined to discuss how internal weaknesses coupled with external threats could be challenges to success.

Finally, the groups combined, and all participants reviewed the key themes. A list of strategic issues was determined, and finally the most important organizational priorities were finalized taking into account information gathered throughout the process, including the Environmental Scan. Through this analysis, four Strategic Goals were identified: Efficient Operations, Financial Stability, Enhanced Quality of Life, and Workforce Recruitment and Retention.

Participants then were divided into cross-functional groups. They determined desired Outcomes (what success looks like), Key Outcome Indicators (how to measure progress towards success), and Performance Targets (a measurable goal achieved by a defined date) for each strategic priority.

Targets by Strategic Goal

STRATEGIC GOALS

Strategic Goal: Efficient Operations

1) *Outcome: Increased service load capacity*

Key Outcome Indicators: # mw of electric; # of miles of water main and sanitary service

Performance Targets: Five mw by 2026; One mile of new water main and sanitary sewer by 2029

2) *Outcome: Technology enhanced service delivery*

Key Outcome Indicators: # of new technologies implemented

Performance Targets: GIS, water, and electric technologies implemented by 12/26

3) *Outcome: Improved critical systems monitoring*

Key Outcome Indicators: # of outages; time between technology failures; street condition rating

Performance Targets: decrease number of outages by 5%; increase mean time between failures by 10%; increase average street rating to > 7

Strategic Goal: Financial Sustainability

1) *Outcome: Sufficient Finances for Future Needs*

Key Outcome Indicators: \$ Capital Improvement Fund

Performance Targets: \$1.5M in Capital Improvement Fund by 12/26;

2) *Outcome: Expanded Economic Development*

Key Outcome Indicators: \$ C/I tax value; # new C/I permits

Performance Targets: C/I tax value increased by 10% by 12/26; C/I permits increased by 10% by 12/26

3) *Outcome: TIF District Utilization Expanded*

Key Outcome Indicators: # of repurposed sites; % increase in incentives

Performance Targets: # of repurposed sites increased by 5% by 12/26; incentives increased by 15% by 12/26

Strategic Goal: Enhanced Quality of Life

1) *Outcome: Increased Housing Options for All*

Key Outcome Indicators: # of Senior housing units; # of workforce housing units; # of affordable housing units

Performance Targets: Two development agreements by 12/26; Ten building permits by 12/26

2) *Outcome: Expanded Safety Education for the Community*

Key Outcome Indicators: # of Safety Education Programs

Performance Targets: Three Education Programs Established by Police, Fire, and Utilities by 12/26

3) *Outcome: Increased Community Engagement*

Key Outcome Indicators: # of public events; # of social media followers; # of website hits

Performance Targets: Three public events by 12/26; increase by 25% in social media followers by 12/26; increase by 15% in website hits by 12/26

Strategic Goal: Workforce Recruitment and Retention

1) *Outcome: Staff Capacity to meet Service Demands*

Key Outcome Indicators: Time to fill open positions

Performance Targets: Time to fill decreased by 25% by 12/26

2) *Outcome: Enhanced Organizational Culture*

Key Outcome Indicators: # of employee referrals for open City positions; % positive rating employee survey

Performance Targets: Employee referrals for open positions increased by 25% by 12/26; Employee survey positive rating increase by 25% by 12/26

3) *Outcome: Increased Employee Retention*

Key Outcome Indicators: # of years of service by employees not eligible to retire

Performance Targets: Increase by ___% in years of service by employees not eligible for full retirement

Strategic Plan Implementation

Implementation is the final step in the Strategic Planning Process and consists of staff developing Initiatives to support the Strategic Goals determined during the Strategic Planning Process. The following Initiatives will be reported on regularly, showing the measurable progress Plymouth is making towards their Strategic Goals and associated Performance Targets.

Efficient Operations

- Develop Infrastructure Improvement Plan to meet future demands.
- Develop Infrastructure Expansion Financial Plan.
- Create Street Improvement Strategy.
- Develop Comprehensive Technology Strategy.
- Develop Outage Management System.

Financial Sustainability

- Create Closure Strategy for Existing TID.
- Update current Comprehensive Financial Policy based on GFOA guidelines.
- Create a Levy Strategy.
- Create a New TIF Strategy.
- Create a Commercial / Industrial Key Sites Development Plan.
- Develop a new RLF Marketing Program.

Enhanced Quality of Life

- Develop Comprehensive Housing Strategy.
- Develop Residential Key Sites Marketing Plan.
- Create a Public Safety Training Program.
- Create a Web-based City Newsletter.
- Develop a City of Plymouth Outreach Strategy.

Workforce Recruitment and Retention

- Update Hiring Practices and Procedures.
- Implement Referral Tracking System.
- Create Employee Satisfaction Survey.
- Create a Benefit Enhancement Strategy.
- Create an Employee Recognition Program.

Strategic Plan Participants

The City of Plymouth Strategic Plan was developed with the hard work of many individuals. The Common Council focused time and attention to the process of understanding key data, confirming the vision and mission for the city, and then working collaboratively to determine the strategic priorities and resulting outcomes that are most important to their community stakeholders.

The City's senior staff supported the City's elected officials and offered an operations perspective, as well as their professional subject matter expertise. All participants were enthusiastic about the process and committed to creative and innovative thinking to establish the outcomes that would most benefit Plymouth.

Plymouth Elected Officials

Donald Pohlman, Mayor
Angie Matzdorf, Council
Bob Schilsky, Council
Dave Herrmann, Council
Diane Gilson, Council
Greg Hildebrand, Council
Jeff Tauscheck, Council
John Nelson, Council
Mike Penkwitz, Council

Plymouth City Staff

Anna V. Voigt, City Clerk
Cathy Austin, Public Works Director
Leah Federwisch, HR Specialist
Ryan T. Roehrborn, Electric Operations Manager
Ryan Pafford, Fore Chief
Leslie Jochman, Library Director
David Augustin, IT Manager
Chris Russo, Finance Director
Ken Ruggles, Police Chief
Ryan Suemnicht, GIS Specialist
Timothy Blakeslee, City Administrator / Utilities Manager

Respectfully Submitted,

Cory Poris Plasch
President
CP² Consulting, Inc.

Goal: Enhanced Quality of Life

Initiative: Create a City of Plymouth Outreach Strategy

Action	Measure of Completion	Target Date	Person Responsible
Schedule Coffee with Council	Date set for Coffee	24-Apr	Anna / Council / Mayor
Schedule Coffee with Administrator/Department Heads	Date set for Coffee	25-Jan	Anna / Department Heads
Make Facebook post and Newsletter Article about Coffee Dates	Advertising Completed	24-Apr	Anna
Evaluate results and make adjustments	Review with Council	25-Jan	Anna / Council / Mayor

Goal: Enhanced Quality of Life

Initiative: Create citizens public safety training program

Action	Measure of Completion	Target Date	Person Responsible
Select training topics for community presentation	5-6 topic curriculum selected	jan 2024	Chief Ruggles and Pafford
Select personnel to be instructors.	At least one instructor per topic	24-Mar	Chief Ruggles and Pafford
Train instructors	Qualified instructor for each topic.	24-Dec	Deputy Chief, Fire Chief
Create lesson plans for each topic.	Completed lesson plans approved by Chiefs.	25-Dec	TBD - Instructors
Identify and purchase equipment	All necessary equipment is present and ready.	25-Dec	Chief Ruggles and Pafford
Schedule Training Program	Calendar dates selected. Personnel scheduled.	26-Apr	Chief Ruggles and Pafford
Advertise Community Program	Enough people registered to conduct class.	26-May	Chief Ruggles
Run Citizen Training Program	Training conducted and complete.	26-Aug	Chief Ruggles
Collect feedback (participant survey) and adjust program.	Completed survey from each participant	26-Oct	Chief Ruggles

Goal: Efficient Operations

Initiative: Develop Comprehensive Tech Strategy

Action	Measure of Completion	Target Date	Person Responsible
Complete department analysis	Meet with department heads to assess needs	November 30th 2023	Dave
Develop hardware software needs	Compiled list of techniques for departments	December 31st 2023	Ryan
Training for new software	Train staff on new hardware and software	December 31st 2024	Ryan / Dave
Developed hardware and software conversion plan	Create a priority objective list and goals for each	December 31st 2023	Ryan / Dave
Budget for software needs by department	Compile costs of new techniques by department	December 31st 2023	Ryan / Dave
M power implementation	Merge GIS and M power to create outage management system	December 31st 2024	Ryan
Critical IT infrastructure development	Confirm all IT critical hardware and software are updated	December 31st 2024	Dave
Continued technology research	Attend conferences and trainings to stay up to date on emerging technology	December 31st 2026	Ryan / Dave

Goal: Efficient Operations

Initiative: Develop Infrastructure Plan to Meet Future Demands

Action	Measure of Completion	Target Date	Person Responsible
Complete sanitary and water Engineering Study	Report is accepted by Common Council	3rd Qtr. 2024	Director of Public Works
Align projects with developments/TIDS/Needs	Projects are installed and operational	2nd Qtr. 2025	Director of Public Works
Complete Electrical System Study	Have updated study with development option	24-Feb	Froster Eng
Evaluate Electrical System Study	Determine which options work best	24-Feb	Ryan / Nick
Develop Timeline for Construction based on Electric Study Result	Timeline/Yearly Plan Created	24-Mar	Ryan / Nick
Design New Construction related to Electric Study Result	Have Work Order in GIS ready	24-Mar	Ryan / Nick
Stake in Field/Make Work Order based on Electric Study Result	Have Work Order Ready to build in field	24-Apr	Ryan / Nick
Construct New Electric Lines	Complete Work Orders	24-Dec	Line Crew
Complete Feeders to Sub 5	New circuits built and connected to system	July 2025	Electric Department