

MEETING AGENDA
FINANCE & PERSONNEL COMMITTEE OF THE
PLYMOUTH COMMON COUNCIL
COUNCIL CHAMBERS
128 SMITH STREET
CITY OF PLYMOUTH, WISCONSIN
TUESDAY FEBRUARY 28, 2023 @ 6:30 P.M.

Members Present:

____ Mayor Pohlman
____ John Nelson
____ Amy Odekirk
____ Greg Hildebrand

Staff:

____ Tim Blakeslee
____ Anna Voigt

Other:

1. Call to order and roll call.
2. Approval of meeting minutes for February 14, 2023 meeting
3. Utility Account Specialist-Project Lead Job Description and Salary Range – Tim Blakeslee / Kim Ross
4. Combining Part Time Record Clerks (3) to Full Time Records Clerk – Leah Federwisch / Matt Starker / Tim Blakeslee
5. Utility PILOT Discussion – Kim Ross / Tim Blakeslee
6. Purchase of F-150 Truck for Water Utility, F-150 Truck for Electric Utility, and F-350 Truck Electric Utility – Tim Blakeslee/Ryan Roehrborn
7. Adjournment

It is possible that members of and possibly 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.

**UNOFFICIAL MINUTES
FINANCE & PERSONNEL COMMITTEE OF THE
PLYMOUTH COMMON COUNCIL
TUESDAY FEBRUARY 14, 2023**

1. **Call to order and roll call:** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:45 PM. On call of the roll, the following members were present: Mayor Donald Pohlman, John Nelson, Greg Hildebrand, and Amy Odekirk. Also present were: Alder. Diane Gilson, Alder. Charlie Hansen, Alder. Mike Penkwitz, Alder. Angie Matzdorf, City Administrator/Utilities Manager Tim Blakeslee, and Director of Public Works Cathy Austin.
2. **Approval of meeting minutes for January 24, 2023 meeting:** Motion was made by Hildebrand/Odekirk to approve the minutes from January 24, 2023. A unanimous aye vote was cast. Motion carried.
3. **Discussion and possible recommendation to Common Council for the use of ARPA funds for Fiber Optic Expansion and Upgrade of Railroad Crossings –** City Administrator / Utility Manager Blakeslee explained the City of Plymouth received money from the American Rescue Plan Act funds. Funds need to be obligated before the end of 2024 and spent no later than 2026. Prior approved projects funded with ARPA include SCBA tanks for the Fire Department and Library air purification and laptops. A 2023 staff goal was to develop an ARPA project plan. Staff developed 2 priority projects. Priority 1 is fiber optic expansion to Well 11, Well 12 and the Sunset Lift Station. Priority 2 is to upgrade the railroad crossings at Highland Ave. and Pleasant View Rd. Nelson asked if the light would be gated. Austin said they will not put in lights anymore without gates. Pohlman stated that this would be a good use for the ARPA funds. Motion was made by Odekirk/Hildebrand. Upon the call of the roll, all voted aye. Motion carried.
4. **Adjournment:** Motion was made by Pohlman/Hildebrand to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

City of Plymouth
128 Smith St. - P.O. Box 107
Plymouth, WI 53073-0107



Telephone: (920) 893-3745
Facsimile: (920) 893-0183
Web Site: plymouthgov.com

DATE: February 22, 2023
TO: Finance and Personnel Committee
FROM: Tim Blakeslee, City Administrator/Utilities Manager
RE: Utility Account Specialist-Project Lead Job Description and Salary Range

Background: In late 2022, our Management Assistant resigned to take a new position. The Management Assistant role served as a lead for customer service at the Utility, but also completed miscellaneous tasks as assigned. Utility staff has taken several months to review the opening and recommends transitioning the Management Assistant position to a Utility Account Specialist-Project Lead position.

Upon review of the needs at the Utility, a position managing projects that support Utility administration with a focus improving process and efficiency would be beneficial as opposed to a customer service focused position. The Project Lead position would also be cross trained with the Utility Account Specialist-Billing Lead and Utility Account Specialist-Collection Lead to provide backup when either of those employees are out of the office. All three positions would provide customer service to Utility customers as needed. Staff recommends that this position fall in the Utility Account Specialist salary range as set by wage resolution.

Current - Management Assistant – \$18.85 to \$22.61

Proposed - Utility Account Specialist-Project Lead position - \$24.91 to \$27.84

Recommendation: Recommend the Common Council approve the Utility Account Specialist-Project Lead Job Description and Salary Range



Utility Account Specialist-Project Lead

Department:	Plymouth Utilities	FLSA Status:	Non-Exempt
Division:	Administrative	Job Status:	Non-Bargaining Unit
Reports to:	Finance Manager	Location:	Plymouth Utilities Operations Center
Prepared by:	Finance Manager	Approved by:	Plymouth Common Council
Date:	February 10, 2023	Date:	

GENERAL DESCRIPTION

Under the direction of the Finance Manager, the Utility Account Specialist is a member of a small team assisting Plymouth area residents and businesses with inquiries regarding electric, water, wastewater, stormwater, garbage and recycling services. This position performs a variety of administrative and accounting tasks, handling a variety of complex and varied billing and service issues, while ensuring customer satisfaction and regulatory compliance.

JOB FUNCTIONS

The following duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

Essential Job Functions of a Utility Account Specialist:

- Assist customers in a professional, efficient, and friendly manner.
- Answer questions, investigate and resolve emerging problems, and respond to customer complaints; work to resolve customer concerns and escalate issues when appropriate.
- Establish and maintain accurate and confidential customer records, processes requests for the start, cancellation and/or change of service. Verify customer credit and deposit information.
- Document customer interactions in Utility Billing account notes. (complaints, resolutions, disconnections, payment plans, payment difficulties, etc.).
- Process a variety of customer payments and assist with daily deposit (night box, mail, PSN batches, ACH, and in-person payments).
- Prepare customer correspondence (budget billing letters, special letters, mailings, average usage inquiries, and billing adjustments).
- Review and explain utility bills to customers. Explain utility service standards and requirements to customers.
- Build and maintain positive working relationships with co-workers, other City/Utility employees, and the public using principles of good customer service.

Essential Job Functions of a Project Lead:

- Manage projects that support the Utility administration in redefining and improving process and efficiency using technology and cross-functional collaboration. Prioritize providing transparency and documentation to support regulatory compliance and increase customer satisfaction.
- Review and enhance the customer experience on the Utility website.
- Create Q&A, dialog, and scripts to aid in customer discussions.
- Create and Review Monthly Customer Service report to verify service and rates billed for new customers.
- Prepare for Billing by monitoring the Water Leaks, Water High Usage, VEE reports, and Budget Customer Last Payment reports.
- Annually review and update Budget Billing accounts.
- Maintain city-owned cemetery records. Answers questions related to cemetery, sells cemetery plots, and coordinates with DPW, funeral homes, and service providers.

- Support Utility staff by ordering office supplies and misc. items and assist with the US Cellular phone program.
- Update/Distribute the Customer Care Manual, On Call Answering Manual, phone lists, and Inventory of Critical Needs binder.
- Annually, assist the DPW Director with the DNR grant applications, reports, and the Tree City Application.
- Annually, track and maintain activity measures for the City/Utility budget, and assist with annual PSC reporting.

OTHER DUTIES

- Provide back up for other office staff.
- Perform all other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate information, policies and procedures clearly, concisely and tactfully, both verbally and in writing.
- Must possess a high level of integrity and work ethic.
- Ability to actively listen to customers with empathy and patience to help resolve issues.
- Maintain accurate records; verify information; compile and reconcile numerical and financial data.
- Exercise independent judgment in applying appropriate policies and procedures.
- Effectively and simultaneously manage a variety of tasks and assignments; work effectively under the pressure of deadlines.
- Ability to read, analyze and interpret utility business information and regulations, and respond to questions from department heads, co-workers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, and percentages.
- Proficient in using Microsoft Office Suite (includes Word, Excel, and Outlook).
- Experience using GIS, CIVIC Connect, or other ERP system preferred.

EDUCATION AND TRAINING

- Graduation from an accredited college, university, or technical school with an Associate's Degree.
- Two (2) to four (4) years related experience desired.
- In evaluating candidates for this position, the City may consider a combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the duties of the position.
- Office experience which regularly requires the ability to communicate orally and in writing with a variety of people, as well as frequent interaction with the general public.
- Valid Wisconsin driver's License.

WORKING CONDITIONS

- Environment: Work is performed in a standard office setting; may require irregular work hours and may work from more than one location.
- Physical: Primary function require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift (up to 50 lbs.), carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate automobile; and to verbally communicate to exchange information.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer: The job description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the position. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract.



DATE: February 23, 2023

TO: Finance & Personnel Committee/Common Council

FROM: Leah Federwisch, Human Resources Specialist

RE: **Combination of three part-time police records positions to create a full-time position**

Background:

Currently in the Police Department there are four (4) part-time police records positions in the budget, three (3) at 28 hours per week and one (1) at 20 hours per week. Two of those part-time records individuals resigned in 2022 leaving the Department with two (2) open positions, (one 28 hour and one 20 hour). The Department did hire one individual in October 2022, but they resigned in December 2022. Current Police Record position status:

- Records (28) – Filled
- Records (28) – Filled
- Records (28) – Vacant
- Records (20) - Vacant

After reviewing the position and holding discussions with Interim Police Chief, it was determined that dispatching is a vital aspect of this position and it has been difficult to find someone with dispatching experience that wants to work part-time.

Proposal:

Staff recommends moving to one (1) full-time (40 hours/week) and one (1) part-time (28 hours per week) police records positions in the department. The plan would be to offer the full-time position to the current part-time employee as they are both versed in the needs of the position and interested in full-time work.

Currently in the 2023 budget the Police Department the two (2) open part-time positions have a wage of \$46,650 budgeted. By adding the additional 12 hours per week along with benefits to the current employee, the Police Department would have enough in the budget to cover this change. The Interim Police Chief believes that by making this change, the Police Department would have enough Police records support and be able to cover dispatching as needed.

Recommendation:

Recommend combination of the three part-time police records positions to create a full-time position with a salary range of 17.34 to 22.56 (as already approved by the wage resolution).

Plymouth Utilities
900 CTH PP - P.O. Box 277
Plymouth, WI 53073-0277



Telephone: 920-893-1471
Facsimile: 920-892-2760
www.PlymouthUtilities.com
plymouthutilities@plymouthutilities.com

DATE: February 23, 2023
TO: Finance and Personnel Committee
FROM: Kim Ross, Finance Manager
RE: Discussion regarding PILOT - Payment in Lieu of Taxes

Discussion:

The 2022, the General Fund budget for PILOT from the Utility was \$815,000. Due to the full property assessment that was taking place in 2022, it was expected that tax rates would decrease slightly and the Fair Market Value Ratio would increase from .84 to 1.0. When the tax rates were finalized in December of 2022, the PILOT was calculated at \$686,650, which is \$128,350 less than budget. The main driver for the large decrease is the decrease in the Net Local and School Tax Rate. Staff will know the final impact on the 2022 budget after the audit is completed.

The PILOT is calculated using the gross value of the Utility fixed assets located with the city limits at the end of the previous year. The asset value multiplied by the Net Local and School Tax Rate is equal to the annual PILOT due to the city.

One challenge to budgeting the PILOT is that the tax rates are not known until December of the year the budget year. (ie. Dec 2022, we knew that the actual PILOT was less than the 2022 budget). In past years, there have not been significant differences in the PILOT calculation. We believe that the increased federal funding for the school districts is the main reason for the drop in the school tax rate.

For 2023, we know the Utility gross fixed asset value within city limits, but will need to wait for the tax rates to be finalized in December to calculate the PILOT. Staff will be monitoring expenses/projects and will recommend a 2023 budget amendment as needed based on the PILOT.

Recommendation:

Receive update on PILOT - Payment in Lieu of Taxes

City of Plymouth					
Tax Rates used for PILOT calculation					
Actual	Estimated	Actual	Plymouth Utilities	YOY	Budget to Actual
December 31, 2021	Budget 2022	December 31, 2022	Tax Equivalent Worksheet	Tax Rate	Tax Rate
Rate	Rate	Rate		Decrease	Decrease
0.000000	0.000000	0.000000	State of Wisconsin		
5.467214	4.800214	4.12592	County of Sheboygan		
7.213811	6.333726	5.74047	City of Plymouth		
9.293250	8.159474	6.21778	Plymouth School District		
0.863833	0.758445	0.62806	Lakeshore Technical College		
0.000000	0.000000	0.000000	Other		
22.838108	20.051859	16.71222	Gross Levy %		
1.340491	1.176951	1.04104	School Credit		
21.497617	18.874908	15.67119	Net %		
7.21381	6.33373	5.74047	Local Tax Rate	1.47	0.88
10.15708	8.91792	6.84583	Combined School Tax Rate	3.31	1.24
0.00000	0.00000	0.00000	Other Tax Rate	-	-
17.37089	15.25164	12.58630	Total Local & School Tax	4.78	2.12
22.83811	20.05186	16.71222	Total Tax Rate	6.13	2.79
0.76061	0.76061	0.75312	Ratio of Local and School Tax to Total	0.01	-
21.49762	18.87491	15.67119	Total tax net of state credit	5.83	2.62
16.35130	14.35644	11.80227	Net Local and School Tax Rate	4.55	1.99
0.8422557	1.0000000	1.02408	Fair Mkt Value Ratio		



DATE: February 22, 2023

TO: Finance and Personnel Committee

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: Approval of Purchase of F-150 Truck for Water Utility, F-150 Truck for Electric Utility, and F-350 Truck Electric Utility

Background: In late 2021, the Water Utility and Electric Utility each ordered an F-150 truck to replace two end-of-life 2012 Ford Transits currently in use by each department. The two Ford Transits need extensive repairs. Two F-150 Trucks were included in the 2022 Budget with a budget impact of \$67,000 (which included outfitting).

Staff was notified last week that Ford has cancelled our municipal order and does not plan to honor the orders in the future as a result of the of lack supply. If the municipal order program becomes available in 2023, placing a new municipal order in 2023 would at a minimum result in trucks received in 2024 or possibly 2025. In addition, there is no guarantee that Ford would honor a municipal order placed 2023 based on our experience of the order placed in 2021. Replacement of the aging 2012 Ford Transits are essential to Water and Electric Utility operations.

The remaining option to receive vehicles in a timely manner is to purchase trucks from a dealer. Please view the proposed replacement options and strategy below. This would represent a maximum cost, but Utility Staff is still working on getting multiple quotes to reduce the budget impact. Staff will continue to investigate the municipal purchase process moving forward into the future.

Water Utility:

- **Budgeted:**
 - Budget year 2022: F-150 Water Utility Truck (Ordered 2021)\$32,000 (included outfitting)
- **Updated Proposal:**
 - F-150 Water Utility Truck: \$48,538 (plus outfitting and fees)
 - Additional Budget Impact: Truck -**\$16,538**, Outfitting~**\$5,000**, and fees. The water utility has budget capacity to absorb this purchase.

Electric Utility:

- **Budgeted:**
 - Budget year 2022: F-150 Electric Utility Truck (Ordered 2021) - \$35,000 (included outfitting)
 - Budget year 2023: Two F-150 Electric Utility Trucks (To-Be-Purchased) - \$70,000 (included outfitting)
- **Updated Proposal:**
 - F-150 Electric Utility Truck - \$48,538 (plus outfitting and fees)

- F-350 Electric Utility Truck – \$57,276 (plus outfitting and fees)
 - Purchase 1 One-Ton Truck in 2023 vs. 2 Half-Ton Trucks.
- Additional Budget Impact: Trucks \$814, Outfitting ~\$5,000 per truck, and fees. The electric utility has budget capacity to absorb this purchase.

Recommendation: Recommend the Common Council approve of purchase of F-150 Truck for Water Utility, F-150 Truck for Electric Utility, and F-350 Truck Electric Utility

Attachment:

1. Quotes



BOUCHER AUTO GROUP

GUEST PROPOSAL

Gordie Boucher Ford of Kenosha

8301 75th St
Kenosha WI 53142

Sales: Scott Verhagen
Manager: Salvatore Pappalardo

Buyer	Co-Buyer	Vehicle
Ryan Roehrborn Plymouth WI 53073 Home # Cell # (920) 838-5231 Work # Email: rroehrborn@plymouthutilities.com	Home # Cell # Work # Email:	2022 FORD F-150 VIN: 1FTFX1E58NKF26081 Stock: 22FK365 Mileage: 6 Color: Oxford White

Customer Trade					
	Year Make Model	VIN	Engine	Mileage	Payoff
1					
2					

Term	Investment		
	\$2,000.00	\$3,000.00	\$4,000.00
36	\$1,750's	\$1,710's	\$1,680's
48	\$1,400's	\$1,370's	\$1,350's
54	\$1,290's	\$1,260's	\$1,240's

Term	Investment		
	\$2,000.00	\$3,000.00	\$4,000.00
24	\$1,150's	\$1,100's	\$1,050's
36	\$970's	\$940's	\$910's
39	\$950's	\$910's	\$880's

Purchase Details	
Retail Price:	\$49,430.00
Sales Price:	\$48,538.00
Savings:	\$892.00
Service Fee:	\$399.00
Electronic Filing Fee:	\$19.50
Lien Fee:	\$10.00
Titling Fee Manual:	\$169.50
Plate Fee Manual:	\$89.00
Total Taxes:	\$2,691.54
Total Sales Price:	\$51,916.54
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$0.00
Balance Due:	\$0.00

X _____
Customer's Signature

Date **2/21/2023**

Disclaimer:

Please submit this worksheet to Management for its review. I understand that (i) this worksheet is neither an offer nor a contract and is not binding on the customer or the dealership, (ii) no offer to purchase any vehicle is binding until accepted in writing by an authorized Boucher Sales Manager or a Wisconsin State Motor Vehicle Purchase Contract form and (iii) Sales Consultant can not obligate or bind the customer or the dealership.



BOUCHER AUTO GROUP

GUEST PROPOSAL

Gordie Boucher Ford of Kenosha

8301 75th St
Kenosha WI 53142

Sales: Scott Verhagen
Manager: Salvatore Pappalardo

Buyer	Co-Buyer	Vehicle
Ryan Roehrborn Plymouth WI 53073 Home # Cell # (920) 838-5231 Work # Email: rroehrborn@plymouthutilities.com	Home # Cell # Work # Email:	2022 FORD F-150 VIN: 1FTFX1E54NKF25784 Stock: 22FK366 Mileage: 8 Color: Oxford White

Customer Trade							
	Year	Make	Model	VIN	Engine	Mileage	Payoff
1							
2							

Term	Investment		
	\$2,000.00	\$3,000.00	\$4,000.00
36	\$1,750's	\$1,710's	\$1,680's
48	\$1,400's	\$1,370's	\$1,350's
54	\$1,290's	\$1,260's	\$1,240's

Term	Investment		
	\$2,000.00	\$3,000.00	\$4,000.00
24	\$1,150's	\$1,100's	\$1,060's
36	\$970's	\$940's	\$910's
39	\$950's	\$920's	\$880's

Purchase Details	
Retail Price:	\$49,330.00
Sales Price:	\$48,538.00
Savings:	\$792.00
Service Fee:	\$399.00
Electronic Filing Fee:	\$19.50
Lien Fee:	\$10.00
Titling Fee Manual:	\$169.50
Plate Fee Manual:	\$89.00
Total Taxes:	\$2,691.54
Total Sales Price:	\$51,916.54
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$0.00
Balance Due:	\$0.00

X _____
Customer's Signature

Date **2/21/2023**

Disclaimer:

Please submit this worksheet to Management for its review. I understand that (i) this worksheet is neither an offer nor a contract and is not binding on the customer or the dealership, (ii) no offer to purchase any vehicle is binding until accepted in writing by an authorized Boucher Sales Manager or a Wisconsin State Motor Vehicle Purchase Contract form and (iii) Sales Consultant can not obligate or bind the customer or the dealership.

From: [Ryan T. Roehrborn](#)
To: [Timothy Blakeslee](#)
Subject: FW: F350
Date: Thursday, February 23, 2023 12:17:30 PM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image012.png](#)
[image001.png](#)

Tim, this is what I have for now.

Thanks,
Ryan

From: Tyler Jackson <TJackson@holidayautomotive.com>
Sent: Thursday, February 23, 2023 12:07 PM
To: Ryan T. Roehrborn <rroehrborn@plymouthutilities.com>
Subject: RE: F350

Hey Ryan,

Sorry for the delayed response.

This 2022 F350 regular cab, 4WD truck with the 98" Reading Classic II Steel service body, is available for Plymouth Utilities to purchase under the City of Plymouth's FIN code QF688, for the price of **\$57,276** plus title, registration and plate fees.



New 2022 Ford F-350
XL Regular Cab 8' Box 4WD
Stock: 22F826

Details

MSRP	\$50,485
Customizations	+\$14,591
Simplified Price	\$65,076

Please let me know if you have any questions.

Thank you,