

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, OCTOBER 14, 2025 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 23, 2025**
  - B. Approve City and Utility Reports:**
    - I. List of City & Utility Vouchers dated 09/01/2025 – 09/30/2025**
  - C. Minutes acknowledged for filing — Plan Commission: September 4 - Library Board: September 8 – Community Television: September 8 – Finance & Personnel Committee: September 30 - Housing Authority: October 8**
  - D. Building Report for September 2025 – 43 Permits at \$1,779,341**
  - E. Approval to Allow Alcohol During Downtown Cauldron Crawl on October 18**
- 4. Audience Comments: Citizens comments must be recognized by the mayor or presiding officer and are limited to three minutes per person from those signed in on the registration sheet located at the back of the Council Chambers prior to the start of the meeting.**
- 5. Items removed from Consent Agenda:**
- 6. Ordinance:**
  - A. No 15. An Ordinance Annexing Territory from the Town of Plymouth to the City of Plymouth Pursuant to Wis. Stat. 66.0217 (2) Parcel #59016222380, 59016222373, 59016222390, 59016222404 - City Administrator/Utilities Manager, Tim Blakeslee**
- 7. New Business:**
  - A. Discussion and Possible Approval of bid for Plymouth Utilities Storage Building with Elite Builders – City Administrator/Utilities Manager, Tim Blakeslee**
  - B. Discussion and Possible Action on 2025 Employee Handbook – City Administrator/Utilities Manager, Tim Blakeslee**
  - C. Discussion and Possible Action on State Municipal Financial Agreement – Highway 67 (Connecting Highway)– Director of Public Works, Cathy Austin**
  - D. Discussion and Possible Action on Easement with Wisconsin Public Service Corporation West Stafford Street Parking Lot: Parcels 59271802560, 59271802540, 59271802530, 59271802520, and 59271803880 – Director of Public Works, Cathy Austin**

**E. Appoint Amy Odekirk to Board of Appeals to fill vacancy until 2026  
Mayor Appoints / Council Confirms – Mayor Pohlman**

- 8. Entertain a Motion to go into Closed Session for the following:**  
Pursuant to Wis. Stat. 19.85 (1)(g) conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding- Claim from Woodas  
  
AND  
  
Pursuant to Wis. Stat. 19.85(e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session – Sartori  
  
AND  
  
Pursuant to Wis. Stat. 19.85(e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session – Sargento
- 9. Entertain a Motion to go into Open Session**
- 10. Discussion and Possible Action on Closed Session Item**
- 11. Adjourn to 7:00 PM on Tuesday, October 28, 2025**

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 30, 2025 COMMON COUNCIL MEETING  
7:00 PM COUNCIL CHAMBERS, ROOM 302  
128 SMITH ST. PLYMOUTH, WI 53073**

**UNOFFICIAL MINUTES**

1. **Call to order and roll call:** Mayor Pohlman called the meeting to order at 7:00 PM. On the call of the roll, the following were present: Dave Herrmann, Angie Matzdorf, Diane Gilson, Mike Penkwitz, Jeff Tauscheck, John Binder, Kevin Sande, and Dana Haucke. Also present: City Administrator/Utilities Manager Tim Blakeslee, Assistant Administrator/Community Development Director Jack Johnston, City Attorney Crystal Fieber, Police Chief Ken Ruggles, Deputy Police Chief Matt Starker, Director of Public Works Cathy Austin, Finance Manager Chris Russo, Electrical Operation Manager Ryan Roehrborn and City Clerk/Deputy Treasurer Anna Voigt.
2. **Pledge of Allegiance.**
3. **Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Tauscheck/Matzdorf to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meeting held Tuesday, September 9, 2025**
  - B. **Approve City and Utility Reports:**
    - I. **Electric, Water and Sewer Sales Report – August 2025**
    - II. **Utility Related Write Offs for September 2025 - \$646.30**
  - C. **Minutes acknowledged for filing — Library Board: August 4 - Finance and Personnel: September 9 – Committee of the Whole: September 9**
4. **Audience Comments: Citizens comments must be recognized by the mayor or presiding officer and are limited to three minutes per person from those signed in on the registration sheet located at the back of the Council Chambers prior to the start of the meeting.:** John McGraw spoke about the parking structure downtown. He expressed concern about the stated its in.
5. **Items removed from Consent Agenda:**
6. **Ordinance:**
  - A. **No. 14 – An Ordinance Amending Title 10, Chapter 2 Related to Play Vehicles and Electric Scooter and Repealing Section 11-2-16 Related to Motorized Scooters of the Municipal Code of the City of Plymouth, Wisconsin** – Blakeslee explained Ordinance 14 was originally presented at Committee of the Whole on August 12. At the September 9 Committee of the Whole meeting there was follow-up discussion on whether children under 16 should wear helmets. The general direction from the Committee was to incorporate the concept of helmets and bike safety into the whereas provisions

of the ordinance. The proposed ordinance itself has not changed from the version presented on August 12. Motion was made by Binder/Tauscheck to approve Ordinance 14. Upon the call of the roll, all voted aye. Motion carried.

**7. New Business:**

**A. Presentation and Discussion on Procedural Rules/Open Meetings**

**Training** – Attorney Fieber gave her annual presentation.

**B. Announce Appointment of Dana Haucke to Public Works/ Utility**

**Committee until 2026 (Mayor Appoints, Council Approves)** – Mayor

Pohlman announced Dana Haucke to Public Works/Utility Committee.

Motion was made by Tauscheck/Sande to approve the appoint. A unanimous aye vote was cast. Motion carried.

- 8. Entertain a Motion to go into Closed Session for the following:** Motion was made by Tauscheck/Penkwitz to go into closed session. Upon the call of the roll, all voted aye. Motion carried.

**Pursuant to Wis. Stat. 19.85 (1)(g) conferring with legal counsel for the governmental 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 – 12 S Milwaukee St.**

- 9. Entertain a Motion to go into Open Session:** Motion was made by Matzdorf/Tauscheck to go into open session. Upon the call of the roll, all voted aye. Motion carried.

- 10. Discussion and Possible Action on Closed Session items:** Motion was made by Tauscheck/Sande to direct the City Attorney and staff to pursue code violations against 12 S Milwaukee St. and take necessary actions to resolve it as they see fit. Upon the call of the roll, all voted aye. Motion carried.

- 11. Adjourn to 7:00 PM on Tuesday, October 14, 2025:** Motion was made by Matzdorf/Tauscheck 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
<b>10092</b>							
10092	ALTEC INDUSTRIES INC	13101963-2	FREIGHT - INVOICE 13101963	09/09/2025	51.22	51.22	09/12/2025
10092	ALTEC INDUSTRIES INC	13181838	TOOL	09/16/2025	246.65	246.65	09/26/2025
10092	ALTEC INDUSTRIES INC	13181838	FREIGHT	09/16/2025	28.74	28.74	09/26/2025
Total 10092:					326.61	326.61	
<b>10325</b>							
10325	BORDER STATES ELECTRIC SU	930848307	SUBSTATION 5 MATERIAL	07/31/2025	198,004.49	198,004.49	10/03/2025
10325	BORDER STATES ELECTRIC SU	931032572	RITZ - 112026103.149031 UNIT T	08/29/2025	6,120.00	6,120.00	09/26/2025
10325	BORDER STATES ELECTRIC SU	931098869	15 KVA 12470GY/7200 X 24940G	09/11/2025	19,632.97	19,632.97	09/26/2025
10325	BORDER STATES ELECTRIC SU	931098869	25 KVA 12470GY/7200 X 24940G	09/11/2025	25,317.44	25,317.44	09/26/2025
10325	BORDER STATES ELECTRIC SU	931098882	ARRESTER; CLASS 9KV POLYM	09/11/2025	3,730.20	3,730.20	09/26/2025
10325	BORDER STATES ELECTRIC SU	931115695	15 KVA 12470GY/7200 X 24940G	09/15/2025	5,609.42	5,609.42	09/26/2025
10325	BORDER STATES ELECTRIC SU	931115695	25 KVA 12470GY/7200 X 24940G	09/15/2025	18,988.08	18,988.08	09/26/2025
10325	BORDER STATES ELECTRIC SU	931150552	15 KVA 12470GY/7200 X 24940G	09/19/2025	2,804.71	2,804.71	09/26/2025
10325	BORDER STATES ELECTRIC SU	931150563	INVENTORY SUBSTATION	09/23/2025	778.96	778.96	10/03/2025
Total 10325:					280,986.27	280,986.27	
<b>10615</b>							
10615	LAKESIDE INTERNATIONAL TR	4097988P	GARAGE LARGE EQUIP REPAIR	09/08/2025	610.47	610.47	09/19/2025
10615	LAKESIDE INTERNATIONAL TR	4097990P	GARAGE LARGE EQUIPMENT R	09/08/2025	610.47	610.47	09/19/2025
10615	LAKESIDE INTERNATIONAL TR	4098126P	GARAGE LARGE EQUIPMENT R	09/17/2025	635.46	635.46	09/26/2025
10615	LAKESIDE INTERNATIONAL TR	CM4097988P	GARAGE LARGE EQUIP REPAIR	09/08/2025	610.47-	610.47-	09/19/2025
Total 10615:					1,245.93	1,245.93	
<b>10793</b>							
10793	DLT SOLUTIONS LLC	S1707004	AUTOCAD LT GOVERNMENT N	08/21/2025	1,011.76	1,011.76	10/03/2025
10793	DLT SOLUTIONS LLC	SI707004	AUTOCAD LT GOVERNMENT N	08/21/2025	1,011.76	1,011.76	09/26/2025
Total 10793:					2,023.52	2,023.52	
<b>10875</b>							
10875	KEMIRA WATER SOLUTIONS IN	9017907067	CHEMICALS - WWTP	09/15/2025	10,809.16	10,809.16	10/03/2025
Total 10875:					10,809.16	10,809.16	
<b>10878</b>							
10878	EAST CENTRAL PUMPING INC	20960	SEWER JETTING SERVICE	08/25/2025	650.00	650.00	09/12/2025
Total 10878:					650.00	650.00	
<b>11025</b>							
11025	FASSE DECORATING CENTER	ZBHJK	PARKS MATERIALS	08/28/2025	135.96	135.96	09/19/2025
Total 11025:					135.96	135.96	
<b>11040</b>							
11040	FELDMANN SALES & SERVICE I	14755	CHAISAW MAINTAINENCE	09/12/2025	80.90	80.90	09/26/2025
11040	FELDMANN SALES & SERVICE I	47257	TOOL MAINTANENCE	09/11/2025	7.89	7.89	09/26/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
11040	FELDMANN SALES & SERVICE I	47493	CEMETERY EQUIPMENT REPAI	09/23/2025	160.17	160.17	10/03/2025
11040	FELDMANN SALES & SERVICE I	47494	EVERGREEN GOLF COURSE E	09/23/2025	144.89	144.89	10/03/2025
Total 11040:					393.85	393.85	
<b>11180</b>							
11180	H & H UTILITY EXCAVATING INC	400141601	EXCAVATING-ELECTRIC DEPT	06/16/2025	790.08	790.08	09/26/2025
11180	H & H UTILITY EXCAVATING INC	4001416-02	EXCAVATING-ELECTRIC DEPT	06/16/2025	1,151.22	1,151.22	09/26/2025
11180	H & H UTILITY EXCAVATING INC	4001417-01	EXCAVATING-ELECTRIC DEPT	06/16/2025	3,951.70	3,951.70	09/26/2025
11180	H & H UTILITY EXCAVATING INC	4001426-01	EXCAVATING-ELECTRIC DEPT	07/02/2025	13,240.78	13,240.78	09/26/2025
11180	H & H UTILITY EXCAVATING INC	4001444-01	EXCAVATING-ELECTRIC DEPT	09/15/2025	1,343.76	1,343.76	09/26/2025
Total 11180:					20,477.54	20,477.54	
<b>11205</b>							
11205	HAUCKE PLUMBING & HEATING	2501662	WELL HOUSE REPAIR	09/02/2025	140.00	140.00	10/03/2025
Total 11205:					140.00	140.00	
<b>11498</b>							
11498	KIEL SAND & GRAVEL	26855	3/4' CLEAR STONE	09/15/2025	266.23	266.23	09/26/2025
11498	KIEL SAND & GRAVEL	26855	FREIGHT	09/15/2025	152.79	152.79	09/26/2025
Total 11498:					419.02	419.02	
<b>11560</b>							
11560	KW ELECTRIC INC	251414	FILTER BUILDING WIRING	09/18/2025	666.12	666.12	10/03/2025
Total 11560:					666.12	666.12	
<b>11615</b>							
11615	LENGLING PROPERTY MANAG	STMNT AUG20	SUB 4	09/04/2025	260.00	260.00	09/12/2025
11615	LENGLING PROPERTY MANAG	STMNT AUG20	SUB 2 AND 3 UTILITY FIELD HW	09/04/2025	940.00	940.00	09/12/2025
11615	LENGLING PROPERTY MANAG	STMNT AUG20	S.HIGHLAND, MEYERS PARK, S	09/04/2025	815.00	815.00	09/12/2025
11615	LENGLING PROPERTY MANAG	STMNT AUG20	WILLOW PP, AND HWY PP	09/04/2025	420.00	420.00	09/12/2025
11615	LENGLING PROPERTY MANAG	STMNT AUG20	WWTP INSIDE/OUTSIDE	09/04/2025	840.00	840.00	09/12/2025
11615	LENGLING PROPERTY MANAG	STMNT AUG20	LAWN SERVICE RES HILL	09/04/2025	525.00	525.00	09/12/2025
11615	LENGLING PROPERTY MANAG	STMNT AUG20	LAWN SERVICE MAIN	09/04/2025	880.00	880.00	09/12/2025
Total 11615:					4,680.00	4,680.00	
<b>11687</b>							
11687	MARTELLE WATER TREATMEN	30070	WATER TREATMENT	09/09/2025	862.56	862.56	09/26/2025
Total 11687:					862.56	862.56	
<b>11815</b>							
11815	MIKE BURKART FORD INC	405613	VEHICLE MAINTENANCE - POLI	09/11/2025	62.30	62.30	09/19/2025
Total 11815:					62.30	62.30	
<b>11875</b>							
11875	SECURIAN FINANCIAL GROUP I	Oct 2025 Stmnt	EE CONTRIBUTION-UTILITIES	09/11/2025	474.83	474.83	09/12/2025
11875	SECURIAN FINANCIAL GROUP I	Oct 2025 Stmnt	BASIC PREMIUM-UTILITIES	09/11/2025	375.41	375.41	09/12/2025
11875	SECURIAN FINANCIAL GROUP I	Oct 2025 Stmnt	ER CONTRIBUTION-UTILITIES	09/11/2025	75.08	75.08	09/12/2025
11875	SECURIAN FINANCIAL GROUP I	Oct 2025 Stmnt	EE CONTRIBUTION-CITY	09/11/2025	627.67	627.67	09/12/2025
11875	SECURIAN FINANCIAL GROUP I	Oct 2025 Stmnt	BASIC PREMIUM-CITY	09/11/2025	397.49	397.49	09/12/2025
11875	SECURIAN FINANCIAL GROUP I	Oct 2025 Stmnt	ER CONTRIBUTION-CITY	09/11/2025	79.50	79.50	09/12/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 11875:					2,029.98	2,029.98	
<b>12085</b>							
12085	O & W COMMUNICATIONS	72768	SPLIT DISTRIBUTION	09/08/2025	781.78	781.78	09/12/2025
Total 12085:					781.78	781.78	
<b>12207</b>							
12207	PLYMOUTH HIGH SCHOOL	Y5198104	YEARBOOK ADVERTISING	09/25/2025	75.00	75.00	10/03/2025
Total 12207:					75.00	75.00	
<b>12216</b>							
12216	PLYMOUTH LUBRICANTS	6209898	MEDIUM HEAVY OIL	09/08/2025	486.00	486.00	09/26/2025
Total 12216:					486.00	486.00	
<b>12230</b>							
12230	PIGGLY WIGGLY	6-21-2025	POOL CONCESSIONS	06/21/2025	14.34	14.34	09/19/2025
12230	PIGGLY WIGGLY	8-8-2025	POOL CONCESSIONS	08/08/2025	38.60	38.60	09/19/2025
12230	PIGGLY WIGGLY	9-10-2025	WCMA REGION MEETING	09/10/2025	9.98	9.98	09/19/2025
Total 12230:					62.92	62.92	
<b>12265</b>							
12265	POMPS TIRE SERVICE INC	70149540	FLEET VEHICLE MAINTENANCE	08/21/2025	1,171.06	1,171.06	09/12/2025
12265	POMPS TIRE SERVICE INC	70149851	GARAGE LARGE EQUIPMENT R	09/03/2025	2,437.78	2,437.78	09/12/2025
Total 12265:					3,608.84	3,608.84	
<b>12270</b>							
12270	POSTMASTER	2025-26 PO B	PO BOX 294 2025-26 RENEWAL	09/03/2025	126.00	126.00	09/12/2025
Total 12270:					126.00	126.00	
<b>12315</b>							
12315	PUBLIC SERVICE COMMISSION	2508-I-04740	SUBSTATION 5	09/17/2025	262.46	262.46	09/19/2025
Total 12315:					262.46	262.46	
<b>12400</b>							
12400	RESCO INC	3086215	AMPACT CONNECTOR 477-4	09/02/2025	240.84	240.84	09/05/2025
12400	RESCO INC	3086215	DISCOUNT	09/02/2025	.12-	.12-	09/05/2025
12400	RESCO INC	3086968	BUSHING, PROTECTIVE CAP 60	09/08/2025	4,444.56	4,444.56	09/26/2025
12400	RESCO INC	3087098	INSULATOR, FIBERGLASS STR	09/09/2025	2,978.40	2,978.40	09/26/2025
12400	RESCO INC	3087098	DISCOUNT	09/09/2025	1.49-	1.49-	09/26/2025
12400	RESCO INC	3087099	BUSHING EXTENDER, 600 AMP	09/09/2025	2,704.65	2,704.65	09/26/2025
12400	RESCO INC	3087099	BUSHING, REDUCING TAP 600	09/09/2025	686.97	686.97	09/26/2025
12400	RESCO INC	3087099	BUSS, JNCT 4 WAY 600A DEAD	09/09/2025	10,244.64	10,244.64	09/26/2025
12400	RESCO INC	3087099	DISCOUNT	09/09/2025	6.82-	6.82-	09/26/2025
12400	RESCO INC	3087320	FUSION TAPE(GRAY)	09/10/2025	276.84	276.84	09/26/2025
12400	RESCO INC	3087320	DISCOUNT	09/10/2025	.14-	.14-	09/26/2025
12400	RESCO INC	3087651	F-NECK TOP TIE	09/12/2025	152.00	152.00	09/26/2025
12400	RESCO INC	3087651	DISCOUNT	09/12/2025	.08-	.08-	09/26/2025
12400	RESCO INC	3087668	F-NECK TOP TIE	09/12/2025	570.00	570.00	09/26/2025
12400	RESCO INC	3087668	DISCOUNT	09/12/2025	.29-	.29-	09/26/2025
12400	RESCO INC	3087670	3/4" X 12" MACHINE BOLT	09/12/2025	344.50	344.50	09/26/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
12400	RESCO INC	3087670	DISCOUNT	09/12/2025	.17-	.17-	09/26/2025
12400	RESCO INC	3088576	350 STRAND COPPER	09/22/2025	2,765.00	2,765.00	09/26/2025
12400	RESCO INC	3088576	DISCOUNT	09/22/2025	1.38-	1.38-	09/26/2025
Total 12400:					25,397.91	25,397.91	
<b>12696</b>							
12696	STOP PROCESSING CENTER	20987	AUTOPAY SERVICE	09/01/2025	24.60	24.60	09/05/2025
Total 12696:					24.60	24.60	
<b>12740</b>							
12740	SEMICOLON INC	25-1990	CLERK OFFICE SUPPLIES - CH	09/26/2025	349.46	349.46	10/03/2025
Total 12740:					349.46	349.46	
<b>12750</b>							
12750	SUPERIOR CHEMICAL LLC	424976	PARKS JANITORIAL	09/11/2025	232.00	232.00	09/19/2025
12750	SUPERIOR CHEMICAL LLC	425481	PARKS JANITORIAL	09/18/2025	86.04	86.04	09/26/2025
12750	SUPERIOR CHEMICAL LLC	426026	CITY HALL JANITORIAL	09/25/2025	181.42	181.42	10/03/2025
Total 12750:					499.46	499.46	
<b>12882</b>							
12882	SPECTRUM	152367101080	INTERNET	08/01/2025	129.99	129.99	09/26/2025
12882	SPECTRUM	152367101090	INTERNET	09/23/2025	129.99	129.99	09/26/2025
12882	SPECTRUM	160218701090	PHONE LINES - UTILITIES	09/01/2025	160.00	160.00	09/26/2025
12882	SPECTRUM	160218701090	PHONE - FIRE	09/01/2025	40.00	40.00	09/26/2025
12882	SPECTRUM	160218701090	PHONE - POLICE	09/01/2025	40.00	40.00	09/26/2025
12882	SPECTRUM	160218701090	PHONE LINES - CITY	09/01/2025	120.00	120.00	09/26/2025
12882	SPECTRUM	160218701090	INTERNET	09/01/2025	819.00	819.00	09/26/2025
12882	SPECTRUM	160218701090	PRI - UTILITIES	09/01/2025	280.90	280.90	09/26/2025
12882	SPECTRUM	160218701090	PRI - CITY	09/01/2025	138.36	138.36	09/26/2025
12882	SPECTRUM	CH STMT 9-15	POLICE CABLE TV	09/15/2025	46.85	46.85	09/26/2025
12882	SPECTRUM	YC STMT 9-15-	UTILITIES - YOUTH CENTER	09/15/2025	15.61	15.61	09/26/2025
Total 12882:					1,920.70	1,920.70	
<b>12965</b>							
12965	US CELLULAR	0755077659	CELL PHONE - EMPLOYEES	09/08/2025	1,649.45	1,649.45	09/26/2025
12965	US CELLULAR	0755077659	CELL PHONE - STREETS	09/08/2025	42.50	42.50	09/26/2025
12965	US CELLULAR	0755077659	CELL PHONES - PARKS	09/08/2025	43.00	43.00	09/26/2025
12965	US CELLULAR	0755077659	CELL PHONES - POLICE	09/08/2025	389.11	389.11	09/26/2025
12965	US CELLULAR	0755077659	CELL PHONE SERVICE (FIRE)	09/08/2025	359.00	359.00	09/26/2025
12965	US CELLULAR	0755077659	CELL PHONE SERVICE (UTILITI	09/08/2025	967.07	967.07	09/26/2025
12965	US CELLULAR	0755077659	CELL PHONES -LIBRARY	09/08/2025	40.49	40.49	09/26/2025
12965	US CELLULAR	0755077659	CELL PHONES - CITY	09/08/2025	40.49	40.49	09/26/2025
Total 12965:					3,531.11	3,531.11	
<b>12990</b>							
12990	UTILITY SALES & SERVICE INC	79033-IN	FLEET VEHICLE MAINTENANCE	08/29/2025	2,060.71	2,060.71	09/12/2025
12990	UTILITY SALES & SERVICE INC	79088-in	FLEET VEHICLE MAINTENANCE	09/11/2025	5,552.01	5,552.01	09/26/2025
Total 12990:					7,612.72	7,612.72	
<b>13170</b>							
13170	WISCONSIN NEWSPRESS	PLY REV CLO	NEWSPRESS LAND PURCHASE	09/25/2025	12,967.96	12,967.96	09/26/2025



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
13170	WISCONSIN NEWSPRESS	STMT 8-31-202	COFFEE WITH COUNCIL	08/31/2025	68.00	68.00	09/26/2025
13170	WISCONSIN NEWSPRESS	STMT 8-31-202	WISCONSIN NEWSPRESS - GF-	08/31/2025	350.37	350.37	09/26/2025
Total 13170:					13,386.33	13,386.33	
<b>13221</b>							
13221	WEX BANK	107376695	FLEET FUELING	09/15/2025	3,404.06	3,404.06	09/19/2025
13221	WEX BANK	107376695	FLEET FUELING	09/15/2025	796.05	796.05	09/19/2025
13221	WEX BANK	107376695	FLEET FUELING	09/15/2025	2,093.48	2,093.48	09/19/2025
Total 13221:					6,293.59	6,293.59	
<b>30006</b>							
30006	AFLAC	482685	AFLAC-CITY	09/26/2025	1,282.08	1,282.08	10/03/2025
30006	AFLAC	482685	AFLAC-UTILITIES	09/26/2025	110.34	110.34	10/03/2025
Total 30006:					1,392.42	1,392.42	
<b>30022</b>							
30022	ASSOCIATED APPRAISAL CON	182657	CONTRACT - ASSESSOR	10/01/2025	2,375.62	2,375.62	10/03/2025
Total 30022:					2,375.62	2,375.62	
<b>30023</b>							
30023	ATIS ELEVATOR INSPECTIONS	IN436029	ELEVATOR - LIBRARY	09/09/2025	132.49	132.49	09/26/2025
Total 30023:					132.49	132.49	
<b>30025</b>							
30025	B D AUTO & TRUCK BODY	17418	TOWING	09/08/2025	100.00	100.00	09/19/2025
Total 30025:					100.00	100.00	
<b>30027</b>							
30027	BADGER STATE RESTORATION	6319	CLEANING SERVICES	09/09/2025	500.00	500.00	09/19/2025
30027	BADGER STATE RESTORATION	stment 071725	CLEANING SERVICES	09/18/2025	35,828.40	35,828.40	09/19/2025
Total 30027:					36,328.40	36,328.40	
<b>30028</b>							
30028	BAKER & TAYLOR LLC	2039254659	BOOKS - LIBRARY	08/25/2025	387.07	387.07	09/12/2025
30028	BAKER & TAYLOR LLC	2039265705	BOOKS - LIBRARY	09/02/2025	322.49	322.49	09/19/2025
30028	BAKER & TAYLOR LLC	2039268610	BOOKS - LIBRARY	09/05/2025	73.43	73.43	09/19/2025
30028	BAKER & TAYLOR LLC	2039270691	BOOKS - LIBRARY	09/09/2025	303.05	303.05	09/26/2025
30028	BAKER & TAYLOR LLC	2039272558	BOOKS - LIBRARY	09/08/2025	36.31	36.31	09/26/2025
30028	BAKER & TAYLOR LLC	2039282302	BOOKS - LIBRARY	09/19/2025	42.05	42.05	10/03/2025
Total 30028:					1,164.40	1,164.40	
<b>30055</b>							
30055	CEDAR CREEK SURVEYING LL	2025152S	LEGAL - ANNEXATION EXHIBIT	08/25/2025	950.00	950.00	09/12/2025
Total 30055:					950.00	950.00	
<b>30073</b>							
30073	COMPLETE OFFICE OF WI	979885	OFFICE SUPPLIES - LIBRARY	09/02/2025	21.99	21.99	09/05/2025
30073	COMPLETE OFFICE OF WI	983938	OFFICE SUPPLIES - LIBRARY	09/09/2025	35.09	35.09	09/12/2025
30073	COMPLETE OFFICE OF WI	988790	OFFICE SUPPLIES - POLICE	09/17/2025	256.15	256.15	09/26/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
30073	COMPLETE OFFICE OF WI	996195	COPY MACHINE - LIBRARY	09/30/2025	87.34	87.34	10/03/2025
30073	COMPLETE OFFICE OF WI	AR82771	COPY MACHINE CLERK OFFICE	09/15/2025	238.87	238.87	09/26/2025
30073	COMPLETE OFFICE OF WI	AR82773	COPY MACHINE - LIBRARY	09/15/2025	69.63	69.63	09/19/2025
30073	COMPLETE OFFICE OF WI	AR82774	COPY MACHINE - LIBRARY	09/15/2025	84.16	84.16	09/19/2025
Total 30073:					793.23	793.23	
<b>30079</b>							
30079	CREATIVE BRICK & CONCRETE	722190	BRICK ORDER RECOGNITION	09/05/2025	353.27	353.27	09/12/2025
Total 30079:					353.27	353.27	
<b>30084</b>							
30084	DELTA DENTAL OF WISCONSIN	000002412632	DENTAL - CITY	09/16/2025	991.63	991.63	09/19/2025
30084	DELTA DENTAL OF WISCONSIN	000002412632	DENTAL - UTILITIES	09/16/2025	632.98	632.98	09/19/2025
Total 30084:					1,624.61	1,624.61	
<b>30165</b>							
30165	HOSPITAL SISTERS HEALTH SY	STMT 8-3-2025	BLOOD DRAW	08/03/2025	46.50	46.50	09/12/2025
30165	HOSPITAL SISTERS HEALTH SY	STMT 9-3-2025	POLICE EVIDENCE - OWI	09/03/2025	93.00	93.00	09/12/2025
Total 30165:					139.50	139.50	
<b>30216</b>							
30216	MARCO	40013723	PRINTER CONTRACT	09/01/2025	152.90	152.90	09/19/2025
Total 30216:					152.90	152.90	
<b>30227</b>							
30227	MENARDS	7844	BUILD MAINT - LIBRARY	08/29/2025	94.89	94.89	09/05/2025
30227	MENARDS	8038	CAP C SIDEWALK IMPROVEME	09/03/2025	65.45	65.45	09/12/2025
30227	MENARDS	8326	PARKS MATERIALS	09/09/2025	542.68	542.68	09/19/2025
30227	MENARDS	8601	PARKS MATERIALS	09/16/2025	185.85	185.85	09/26/2025
30227	MENARDS	8601	AQUATIC CENTER - CHEMICAL	09/16/2025	179.40	179.40	09/26/2025
30227	MENARDS	8996	FIRE EDUCATION	09/25/2025	431.45	431.45	10/03/2025
30227	MENARDS	9029	FIRE - EDUCATION	09/25/2025	180.76	180.76	10/03/2025
30227	MENARDS	9228	CITY HALL BUILDING MAINTEN	09/30/2025	31.58	31.58	10/03/2025
Total 30227:					1,712.06	1,712.06	
<b>30236</b>							
30236	MODERN CASH REGISTER SYS	61781	EVERGREEN GOLF COURSE M	09/08/2025	200.00	200.00	09/19/2025
30236	MODERN CASH REGISTER SYS	61798	EVERGREEN GOLF COURSE M	09/23/2025	200.00	200.00	10/03/2025
Total 30236:					400.00	400.00	
<b>30247</b>							
30247	NAPA AUTO PARTS	52028	GARAGE SMALL EQUIPMENT R	08/27/2025	19.95	19.95	09/12/2025
30247	NAPA AUTO PARTS	52399	GARAGE SMALL EQUIPMENT R	09/04/2025	78.99	78.99	09/19/2025
30247	NAPA AUTO PARTS	52781	GARAGE LARGE EQUIPMENT R	09/10/2025	70.65	70.65	09/19/2025
30247	NAPA AUTO PARTS	53364	GARAGE SMALL EQUIPMENT R	09/18/2025	21.57	21.57	09/26/2025
30247	NAPA AUTO PARTS	53422	GARAGE LARGE EQUIPMENT R	09/19/2025	250.09	250.09	09/26/2025
30247	NAPA AUTO PARTS	53523	GARAGE SMALL EQUIPMENT R	09/22/2025	19.17	19.17	09/26/2025
Total 30247:					460.42	460.42	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>30265</b>							
30265	OUTDOOR LIGHTING CONST C	10901	STREET SIGNS & MARKINGS E	09/16/2025	4,472.50	4,472.50	09/26/2025
Total 30265:					4,472.50	4,472.50	
<b>30290</b>							
30290	PREVEA HEALTH	28020	CENTER FOR HEALTH AND WE	08/18/2025	732.33	732.33	09/19/2025
30290	PREVEA HEALTH	28021	CENTER FOR HEALTH AND WE	08/18/2025	1,407.38	1,407.38	09/19/2025
30290	PREVEA HEALTH	28119	DRUG SCREEN-DPW	09/15/2025	23.76	23.76	09/19/2025
30290	PREVEA HEALTH	28119	CENTER FOR HEALTH AND WE	09/15/2025	1,861.55	1,861.55	09/19/2025
30290	PREVEA HEALTH	28120	CENTER FOR HEALTH AND WE	09/15/2025	392.58	392.58	09/19/2025
Total 30290:					4,417.60	4,417.60	
<b>30309</b>							
30309	RIVISTAS SUBSCRIPTION SERV	21493	MAGAZINES - LIBRARY	09/08/2025	3,240.05	3,240.05	09/19/2025
Total 30309:					3,240.05	3,240.05	
<b>30335</b>							
30335	SHEBOYGAN COUNTY TREASU	COURT SEPT	MONTHLY COURT DISBURSEM	09/30/2025	1,123.20	1,123.20	10/03/2025
30335	SHEBOYGAN COUNTY TREASU	MUNI COURT	MONTHLY COURT DISBURSEM	09/05/2025	567.60	567.60	09/05/2025
30335	SHEBOYGAN COUNTY TREASU	STMT 9-19-202	DIRECTORIES	09/19/2025	90.00	90.00	10/03/2025
30335	SHEBOYGAN COUNTY TREASU	STMT 9-3-2025	DOG LICENSES APRIL - AUGUS	09/03/2025	546.25	546.25	09/05/2025
Total 30335:					2,327.05	2,327.05	
<b>30350</b>							
30350	STATE OF WI COURT FINES & S	COURT STMT	MONTHLY DISBURSEMENT	09/30/2025	2,151.30	2,151.30	10/03/2025
Total 30350:					2,151.30	2,151.30	
<b>30352</b>							
30352	STREICHERS INC	11780941	RISK MITIGATION EQUIPMENT	08/29/2025	1,095.00	1,095.00	09/19/2025
Total 30352:					1,095.00	1,095.00	
<b>30355</b>							
30355	SUPERIOR VISION INSURANCE	0000917914	VISION - CITY	09/12/2025	186.89	186.89	09/19/2025
30355	SUPERIOR VISION INSURANCE	0000917914	VISION - UTILITIES	09/12/2025	138.02	138.02	09/19/2025
Total 30355:					324.91	324.91	
<b>30359</b>							
30359	TAPCO	1808789	DURALATCH KIT FOR SIGNFAC	08/30/2025	163.20	163.20	09/05/2025
30359	TAPCO	1808789	DURALATCH STUD KIT FOR 36"	08/30/2025	30.40	30.40	09/05/2025
30359	TAPCO	1808789	STUD KIT FOR 48" SIGN	08/30/2025	30.40	30.40	09/05/2025
30359	TAPCO	1808789	FREIGHT	08/30/2025	37.47	37.47	09/05/2025
Total 30359:					261.47	261.47	
<b>30395</b>							
30395	VANDERVART CONCRETE PRO	213386	CAP C SIDEWALK IMPROVEME	08/06/2025	893.75	893.75	09/12/2025
30395	VANDERVART CONCRETE PRO	213872	CAP C SIDEWALK IMPROVEME	08/27/2025	1,056.25	1,056.25	09/12/2025
30395	VANDERVART CONCRETE PRO	213981	CAP C SIDEWALK IMPROVEME	09/04/2025	975.00	975.00	09/19/2025
30395	VANDERVART CONCRETE PRO	214122	CAP C SIDEWALK IMPROVEME	09/11/2025	893.75	893.75	09/26/2025
30395	VANDERVART CONCRETE PRO	214238	CAP C SIDEWALK IMPROVEME	09/17/2025	875.00	875.00	09/26/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 30395:					4,693.75	4,693.75	
<b>30416</b>							
30416	WILLIAM R BRANCH	P101	PERFORMER - LIBRARY FOUN	09/09/2025	400.00	400.00	09/12/2025
Total 30416:					400.00	400.00	
<b>30432</b>							
30432	WISCONSIN LIBRARY ASSOCIA	23636	WLA CONFERENCE - LIBRARY	09/09/2025	495.00	495.00	09/12/2025
30432	WISCONSIN LIBRARY ASSOCIA	23637	WLA CONFERENCE - LIBRARY	09/03/2025	495.00	495.00	09/12/2025
Total 30432:					990.00	990.00	
<b>30434</b>							
30434	WISCONSIN PUBLIC SERVICE	09192025	NATURAL GAS SERVICE	09/19/2025	1,287.89	1,287.89	10/03/2025
30434	WISCONSIN PUBLIC SERVICE	5614339302	UTILITIES GARAGE	09/03/2025	56.49	56.49	09/12/2025
30434	WISCONSIN PUBLIC SERVICE	5614339302	UTILITIES YOUTH CENTER	09/03/2025	21.84	21.84	09/12/2025
30434	WISCONSIN PUBLIC SERVICE	5614339302	UTILITIES POOL	09/03/2025	1,759.16	1,759.16	09/12/2025
30434	WISCONSIN PUBLIC SERVICE	5614339302	UTILITIES GOLF	09/03/2025	32.75	32.75	09/12/2025
30434	WISCONSIN PUBLIC SERVICE	5614339302	UTILITIES CITY HALL	09/03/2025	291.77	291.77	09/12/2025
30434	WISCONSIN PUBLIC SERVICE	5614339302	UTILITIES LIBRARY	09/03/2025	42.05	42.05	09/12/2025
Total 30434:					3,491.95	3,491.95	
<b>30452</b>							
30452	YOUR FLEETCARD PROGRAM	STMT 9-6-2025	GAS & OIL - FIRE CITY	09/06/2025	423.83	423.83	09/26/2025
30452	YOUR FLEETCARD PROGRAM	STMT 9-6-2025	GAS & OIL - FIRE TOWN	09/06/2025	329.94	329.94	09/26/2025
Total 30452:					753.77	753.77	
<b>30456</b>							
30456	ZR LLC	827	CURB REPAIR FOR ALFRED, EA	08/30/2025	2,550.00	2,550.00	09/26/2025
Total 30456:					2,550.00	2,550.00	
<b>50041</b>							
50041	Community Education & Recreati	STMT 9-24-202	YOUTH CENTER CONTRACT	09/24/2025	6,400.00	6,400.00	09/26/2025
Total 50041:					6,400.00	6,400.00	
<b>50106</b>							
50106	MIDWEST TAPE LLC	507680736	AV - LIBRARY	09/02/2025	24.74	24.74	09/19/2025
50106	MIDWEST TAPE LLC	507697870	AV - LIBRARY	09/05/2025	104.96	104.96	09/19/2025
50106	MIDWEST TAPE LLC	507733912	AV - LIBRARY	09/12/2025	233.16	233.16	09/19/2025
50106	MIDWEST TAPE LLC	507768764	AV - LIBRARY	09/19/2025	166.45	166.45	09/26/2025
Total 50106:					529.31	529.31	
<b>91507</b>							
91507	HAROLDS LANDSCAPING	17967	TOP SOIL	09/05/2025	392.00	392.00	09/12/2025
91507	HAROLDS LANDSCAPING	17967	TOP SOIL - FUEL CHARGE	09/05/2025	7.00	7.00	09/12/2025
Total 91507:					399.00	399.00	
<b>91508</b>							
91508	MOTOROLA SOLUTIONS	1411197649	CAP C EQUIP CAMERAS	08/09/2025	421.88	421.88	09/19/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 91508:					421.88	421.88	
<b>91561</b>							
91561	PACE ANALYTICAL SERVICES I	2540165658	SLUDGE DISPOSAL	08/26/2025	168.00	168.00	09/12/2025
91561	PACE ANALYTICAL SERVICES I	2540165730	MERCURY & CHLORIDE	08/28/2025	415.00	415.00	09/12/2025
91561	PACE ANALYTICAL SERVICES I	2540165903	PFOS/PFOA MONITORING	09/02/2025	853.00	853.00	09/12/2025
Total 91561:					1,436.00	1,436.00	
<b>91741</b>							
91741	LAKESHORE COLLEGE	LTC-SF-00006	MORGAN, ERIC	09/09/2025	1,081.87	1,081.87	09/19/2025
Total 91741:					1,081.87	1,081.87	
<b>91886</b>							
91886	PLYMOUTH JOINT SCHOOL DIS	STMT 9-24-202	MOBILE HOME FEES	09/24/2025	2,031.08	2,031.08	09/26/2025
Total 91886:					2,031.08	2,031.08	
<b>91974</b>							
91974	SESCO SAFETY	7757	SAFETY - WWTP	09/10/2025	1,605.17	1,605.17	10/03/2025
91974	SESCO SAFETY	7757	SHIPPING	09/10/2025	175.00	175.00	10/03/2025
Total 91974:					1,780.17	1,780.17	
<b>92133</b>							
92133	ENDURACLEAN INC	16908	CITY HALL JANITORIAL	09/04/2025	293.19	293.19	09/19/2025
92133	ENDURACLEAN INC	16912	TOILET PAPER	09/08/2025	75.08	75.08	10/03/2025
92133	ENDURACLEAN INC	16912	CENTER PULL TOWEL	09/08/2025	263.00	263.00	10/03/2025
92133	ENDURACLEAN INC	16913	BUILDING MAINTENANCE - LIB	09/08/2025	46.81	46.81	09/19/2025
Total 92133:					678.08	678.08	
<b>92148</b>							
92148	ANSER	6509-090825	ANSWERING SERVICE	09/08/2025	567.98	567.98	09/12/2025
Total 92148:					567.98	567.98	
<b>92174</b>							
92174	AIRGAS USA LLC	5518584128	BOTTLED GAS CYLINDER RENT	08/31/2025	86.66	86.66	09/26/2025
92174	AIRGAS USA LLC	5518692298	BOTTLED GAS CYLINDER RENT	08/31/2025	107.88	107.88	09/26/2025
92174	AIRGAS USA LLC	5518692298	HAZ MAT CHARGE	08/31/2025	78.75	78.75	09/26/2025
Total 92174:					273.29	273.29	
<b>92475</b>							
92475	J F AHERN CO	753894	CONTRACT - CITY HALL MAINT	08/12/2025	331.50	331.50	09/26/2025
Total 92475:					331.50	331.50	
<b>92648</b>							
92648	VIKING ELECTRIC SUPPLY INC	9475308.001	LED DRIVERS	08/25/2025	58.01	58.01	09/12/2025
92648	VIKING ELECTRIC SUPPLY INC	9475308.002	LED DRIVERS	08/26/2025	116.02	116.02	09/12/2025
Total 92648:					174.03	174.03	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>92717</b>							
92717	VERIZON WIRELESS	6121340361	PHONE - FIRE	08/18/2025	71.98	71.98	09/12/2025
Total 92717:					71.98	71.98	
<b>92813</b>							
92813	MARSHALL SIGN LLC	300550	WALL WRAP	08/13/2025	1,800.00	1,800.00	09/19/2025
92813	MARSHALL SIGN LLC	300550	WALL WRAP	08/13/2025	1,800.00	1,800.00	09/19/2025
92813	MARSHALL SIGN LLC	300689	CAP C STREET SIGN IMPROVE	09/11/2025	2,200.00	2,200.00	09/26/2025
92813	MARSHALL SIGN LLC	300689	STREET SIGNS & MARKINGS M	09/11/2025	800.00	800.00	09/26/2025
Total 92813:					6,600.00	6,600.00	
<b>92869</b>							
92869	DAVID LAGERMAN	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	92.94	92.94	10/03/2025
Total 92869:					92.94	92.94	
<b>92881</b>							
92881	MIDSTAR PRINTING	15673	VETERAN'S PARK BROCHURES	09/05/2025	358.38	358.38	09/26/2025
92881	MIDSTAR PRINTING	15728	#10 REGULAR ENVELOPES	09/19/2025	221.50	221.50	10/03/2025
Total 92881:					579.88	579.88	
<b>92957</b>							
92957	FRONTIER	STMT 9-19-202	PHONE - LIBRARY	09/19/2025	83.39	83.39	10/03/2025
92957	FRONTIER	STMT 9-19-202	PHONE - 911 DIAL LINES	09/19/2025	34.91-	34.91-	10/03/2025
Total 92957:					48.48	48.48	
<b>92982</b>							
92982	HOPP NEUMANN HUMKE LLP	13960-2583	TID 8 LEGAL	09/03/2025	30.00	30.00	09/19/2025
92982	HOPP NEUMANN HUMKE LLP	15955-2585	TID 8 LEGAL	09/03/2025	7,915.50	7,915.50	09/19/2025
92982	HOPP NEUMANN HUMKE LLP	9431-2584	LEGAL SERVICE	09/03/2025	3,717.50	3,717.50	09/12/2025
92982	HOPP NEUMANN HUMKE LLP	9436-2590	LEGAL SERVICE	09/04/2025	411.00	411.00	09/12/2025
Total 92982:					12,074.00	12,074.00	
<b>92989</b>							
92989	VACUUM PUMP & COMPRESSO	134405-00	WWTP - BLOWER PACKAGE	08/25/2025	7,145.00	7,145.00	09/26/2025
Total 92989:					7,145.00	7,145.00	
<b>93036</b>							
93036	SEERA FOCUS ON ENERGY	STMNT AUG 2	FOCUS ON ENERGY PAYMENT	09/08/2025	6,488.37	6,488.37	09/12/2025
Total 93036:					6,488.37	6,488.37	
<b>93398</b>							
93398	STUART C IRBY CO	S014342610.0	TERMINATOR, OUTDOOR 500-1	09/08/2025	9,336.60	9,336.60	09/26/2025
93398	STUART C IRBY CO	S014342610.0	1000 AL 2-HOLE LUG	09/08/2025	1,126.50	1,126.50	09/26/2025
Total 93398:					10,463.10	10,463.10	
<b>93556</b>							
93556	EHLERS INVESTMENT PARTNE	188-6306	UTILITIES - CONTRACT SERVIC	09/09/2025	2,412.78	2,412.78	09/19/2025
93556	EHLERS INVESTMENT PARTNE	188-6306	CONTRACT SERVICES	09/09/2025	507.58	507.58	09/19/2025
93556	EHLERS INVESTMENT PARTNE	188-6306	INVESTMENT FEES	09/09/2025	840.04	840.04	09/19/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 93556:					3,760.40	3,760.40	
<b>93665</b>							
93665	XEROX IT SOLUTIONS	01591088	HP ELITE 800 G9	09/03/2025	3,770.67	3,770.67	09/12/2025
93665	XEROX IT SOLUTIONS	05108903	ADOBE PRO FOR TEAMS	09/22/2025	3,828.44	3,828.44	09/26/2025
93665	XEROX IT SOLUTIONS	1583824	HP PROBOOK 460 G11 NOTEBO	07/29/2025	1,727.53	1,727.53	09/12/2025
93665	XEROX IT SOLUTIONS	1583824	MICROSOFT PRO KEYBOARD	07/29/2025	154.59	154.59	09/12/2025
Total 93665:					9,481.23	9,481.23	
<b>93771</b>							
93771	SHEBOYGAN COUNTY REGIST	1218 CLOSING	1218 PROPERTIES LAND PURC	09/16/2025	195.60	195.60	09/19/2025
93771	SHEBOYGAN COUNTY REGIST	PLY REV CLO	NEWSPRESS LAND PURCHASE	09/25/2025	99.00	99.00	09/26/2025
93771	SHEBOYGAN COUNTY REGIST	SCHWOERER	SCHWOERER LAND PURCHAS	09/17/2025	187.50	187.50	09/19/2025
Total 93771:					482.10	482.10	
<b>93845</b>							
93845	HYDROCORP	CI-07951	CROSS CONNECTION PROGRA	08/29/2025	1,170.00	1,170.00	09/12/2025
Total 93845:					1,170.00	1,170.00	
<b>93877</b>							
93877	INFOSEND INC	294323	BILL MAILING SERVICE	08/31/2025	5,074.97	5,074.97	09/19/2025
Total 93877:					5,074.97	5,074.97	
<b>93991</b>							
93991	HOME DEPOT CREDIT SERVIC	5624117	SIDEWALK MATERIALS	09/23/2025	92.01	92.01	10/03/2025
Total 93991:					92.01	92.01	
<b>94333</b>							
94333	FISCHERS FLEET SERVICE INC	73352	FLEET VEHICLE MAINTENANC	08/22/2025	1,473.42	1,473.42	09/12/2025
Total 94333:					1,473.42	1,473.42	
<b>94341</b>							
94341	MONROE TRUCK EQUIPMENT I	857625	GARAGE LARGE EQUIP REPAIR	09/09/2025	159.76	159.76	09/19/2025
Total 94341:					159.76	159.76	
<b>94428</b>							
94428	CORE & MAIN LP	W733428	ELEC MTR, 2S, CL200, 240V IC	09/23/2025	24,640.00	24,640.00	09/26/2025
Total 94428:					24,640.00	24,640.00	
<b>94491</b>							
94491	H & R SAFETY SOLUTIONS INC	9640	RED MARKING PAINT	08/14/2025	1,486.08	1,486.08	09/26/2025
Total 94491:					1,486.08	1,486.08	
<b>94498</b>							
94498	WASTE MANAGEMENT OF WI-M	0167078-4172-	CONTRACT - RECYCLING	09/03/2025	10,165.54	10,165.54	09/19/2025
94498	WASTE MANAGEMENT OF WI-M	0167078-4172-	CONTRACT - GARBAGE	09/03/2025	27,939.45	27,939.45	09/19/2025
94498	WASTE MANAGEMENT OF WI-M	0167078-4172-	HOUSING AUTH GARBAGE/REC	09/03/2025	345.00	345.00	09/19/2025
94498	WASTE MANAGEMENT OF WI-M	167082-4172-0	WASTE - WWTP - SEPTEMBER	09/03/2025	381.19	381.19	09/12/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
94498	WASTE MANAGEMENT OF WI-M	167082-4172-0	CONTRACT - RECYCLING	09/03/2025	96.21	96.21	09/12/2025
94498	WASTE MANAGEMENT OF WI-M	167082-4172-0	WASTE - MAIN UTILITIES OFFIC	09/03/2025	530.58	530.58	09/12/2025
94498	WASTE MANAGEMENT OF WI-M	167082-4172-0	CONTRACT - GARBAGE	09/03/2025	7.00	7.00	09/12/2025
Total 94498:					39,464.97	39,464.97	
<b>94517</b>							
94517	DEAN ENTERPRISES LLC	I10570	PARKS CONTRACTOR	09/22/2025	157.50	157.50	09/26/2025
94517	DEAN ENTERPRISES LLC	I10571	EVERGREEN GOLF COURSE C	09/22/2025	157.50	157.50	09/26/2025
Total 94517:					315.00	315.00	
<b>94527</b>							
94527	JOHNSON SCHOOL BUS	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	785.14	785.14	10/03/2025
Total 94527:					785.14	785.14	
<b>94529</b>							
94529	LIFT X LIFT SERVICES LLC	502498	PARKS CONTRACTOR WORK	09/03/2025	1,770.00	1,770.00	09/12/2025
Total 94529:					1,770.00	1,770.00	
<b>94573</b>							
94573	DIGICORP INC	356054	OPENTEXT CORE BACKUP	09/08/2025	2.00	2.00	09/26/2025
94573	DIGICORP INC	356054	APPRIVER EMAIL THREAT PRO	09/08/2025	112.50	112.50	09/26/2025
94573	DIGICORP INC	356054	SENTINEL ONE EDR SUBSCRIP	09/08/2025	495.00	495.00	09/26/2025
94573	DIGICORP INC	356054	MICROSOFT EXCHANGE ONLIN	09/08/2025	4.00	4.00	09/26/2025
94573	DIGICORP INC	356054	OFFICE 365 G1	09/08/2025	150.00	150.00	09/26/2025
94573	DIGICORP INC	356054	OFFICE 365 G3	09/08/2025	1,380.00	1,380.00	09/26/2025
94573	DIGICORP INC	356054	MICROSOFT ENTRA ID	09/08/2025	87.00	87.00	09/26/2025
Total 94573:					2,230.50	2,230.50	
<b>94603</b>							
94603	JSM SECURE INC	79328	VIRTUAL KEYPAD VIRTUAL APP	10/01/2025	267.00	267.00	10/03/2025
94603	JSM SECURE INC	79387	SECURITY BADGES	09/26/2025	700.00	700.00	10/03/2025
94603	JSM SECURE INC	79387	DELIVERY CHARGE	09/26/2025	10.00	10.00	10/03/2025
Total 94603:					977.00	977.00	
<b>94621</b>							
94621	COUNTRY VISIONS	ZZ0587	INTEREST	09/05/2025	.99	.99	09/12/2025
Total 94621:					.99	.99	
<b>94625</b>							
94625	MARCO TECHNOLOGIES LLC N	INV14342571	PRINTER CONTRACT	09/22/2025	102.04	102.04	09/26/2025
Total 94625:					102.04	102.04	
<b>95075</b>							
95075	CERTAPRO PAINTERS	Claim 08.07.25	CLAIM-VEHICLE	09/10/2025	9,235.14	9,235.14	09/12/2025
Total 95075:					9,235.14	9,235.14	
<b>95083</b>							
95083	ERIC PAULSON	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	414.85	414.85	10/03/2025



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 95083:					414.85	414.85	
<b>95085</b>							
95085	PAUL & ELIZABETH BARTELT	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	55.97	55.97	10/03/2025
Total 95085:					55.97	55.97	
<b>95125</b>							
95125	FALLS ACE HARDWARE	327281	SHOP SUPPLIES	08/26/2025	59.98	59.98	09/05/2025
95125	FALLS ACE HARDWARE	327721	SHOP SUPPLIES	09/03/2025	51.96	51.96	09/05/2025
Total 95125:					111.94	111.94	
<b>95222</b>							
95222	BOUND TREE MEDICAL, LLC	85896935	MEDICAL SUPPLIES - FIRE	08/26/2025	221.98	221.98	09/19/2025
95222	BOUND TREE MEDICAL, LLC	85904015	MEDICAL SUPPLIES - FIRE	09/02/2025	28.83	28.83	09/19/2025
95222	BOUND TREE MEDICAL, LLC	85906114	MEDICAL SUPPLIES - FIRE	09/03/2025	207.07	207.07	09/19/2025
95222	BOUND TREE MEDICAL, LLC	85907961	MEDICAL SUPPLIES - FIRE	09/04/2025	197.79	197.79	09/19/2025
95222	BOUND TREE MEDICAL, LLC	85909600	MEDICAL SUPPLIES - FIRE	09/05/2025	50.99	50.99	09/26/2025
95222	BOUND TREE MEDICAL, LLC	85916793	MEDICAL SUPPLIES - FIRE	09/11/2025	216.08	216.08	09/26/2025
Total 95222:					922.74	922.74	
<b>95256</b>							
95256	STRYKER SALES CORPORATIO	9209589152	EMS EQUIPMENT	06/23/2025	16,500.00	16,500.00	10/03/2025
95256	STRYKER SALES CORPORATIO	9209625594	EMS EQUIPMENT	06/26/2025	1,362.08	1,362.08	09/26/2025
95256	STRYKER SALES CORPORATIO	9210130838	MEDICAL SUPPLIES	08/27/2025	38.13	38.13	09/19/2025
95256	STRYKER SALES CORPORATIO	9210133471	MEDICAL SUPPLIES	08/27/2025	452.61	452.61	09/19/2025
95256	STRYKER SALES CORPORATIO	9210170817	EMS EQUIPMENT	08/30/2025	1,194.37	1,194.37	09/26/2025
Total 95256:					19,547.19	19,547.19	
<b>95373</b>							
95373	CHRIS KUGLER	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	88.42	88.42	10/03/2025
Total 95373:					88.42	88.42	
<b>95416</b>							
95416	QUIT QUI OC	60958	K9 FUND GOLF OUTING	09/08/2025	10,270.00	10,270.00	09/19/2025
Total 95416:					10,270.00	10,270.00	
<b>95487</b>							
95487	HAWKINS INC	7203169	CHEMICAL FEED BUILDING - W	09/18/2025	990.00	990.00	10/03/2025
95487	HAWKINS INC	7203169	FREIGHT	09/18/2025	30.00	30.00	10/03/2025
95487	HAWKINS INC	7203169	FREIGHT - FUEL	09/18/2025	26.50	26.50	10/03/2025
Total 95487:					1,046.50	1,046.50	
<b>95593</b>							
95593	MILLER IMPLEMENT CO INC	259091	PARKS MATERIALS	09/23/2025	225.17	225.17	10/03/2025
Total 95593:					225.17	225.17	
<b>95679</b>							
95679	BERNELL REDEKER	STMNTSOLAR	SOLAR CREDIT PAYMENT	09/30/2025	846.54	846.54	10/03/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 95679:					846.54	846.54	
<b>95714</b>							
95714	TRANSUNION RISK AND ALTER	1355047-2025	MINIMUM USAGE FEE	09/01/2025	75.00	75.00	09/12/2025
Total 95714:					75.00	75.00	
<b>95716</b>							
95716	SHAKEDOWN TOOLS LLC	36475	GARAGE GAS & OIL	09/17/2025	106.35	106.35	09/19/2025
Total 95716:					106.35	106.35	
<b>95739</b>							
95739	MARK HEMBEL	STMNTSOLAR	SOLAR CREDIT PAYMENT	09/30/2025	139.76	139.76	10/03/2025
Total 95739:					139.76	139.76	
<b>95743</b>							
95743	ESSENTIAL SEWER & WATER S	C10PO003314	SEWER REPAIR - DISCHARGE	09/05/2025	13,125.00	13,125.00	09/19/2025
95743	ESSENTIAL SEWER & WATER S	C10PO003314	REPAIR WATER SERVICE	09/05/2025	1,940.00	1,940.00	09/19/2025
Total 95743:					15,065.00	15,065.00	
<b>95778</b>							
95778	PLAYAWAY PRODUCTS LLC	512041	AV - LIBRARY	09/18/2025	295.95	295.95	09/26/2025
Total 95778:					295.95	295.95	
<b>95899</b>							
95899	TERESE SHAW	STMT 9-15-202	PETTY CASH - POLICE	09/15/2025	57.78	57.78	09/19/2025
95899	TERESE SHAW	STMT 9-2-2025	PETTY CASH - POLICE	09/02/2025	33.70	33.70	09/12/2025
Total 95899:					91.48	91.48	
<b>95917</b>							
95917	BADGER LABORATORIES INC	25-017895	WATER SAMPLES	09/09/2025	160.00	160.00	09/26/2025
95917	BADGER LABORATORIES INC	25-017895	DATA REPORTING	09/09/2025	25.00	25.00	09/26/2025
95917	BADGER LABORATORIES INC	25-019028	WATER SAMPLES	09/23/2025	185.00	185.00	09/26/2025
95917	BADGER LABORATORIES INC	25-019066	WATER SAMPLES	09/23/2025	40.00	40.00	09/26/2025
Total 95917:					410.00	410.00	
<b>95940</b>							
95940	GORDON FLESCH COMPANY IN	IN15303459	COPY MACHINE	09/07/2025	210.55	210.55	09/12/2025
Total 95940:					210.55	210.55	
<b>95959</b>							
95959	ALEX & MACKINZI BEATY	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	218.29	218.29	10/03/2025
Total 95959:					218.29	218.29	
<b>95963</b>							
95963	JON SOMMER	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	237.26	237.26	10/03/2025
Total 95963:					237.26	237.26	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>96013</b>							
96013	RANDALL SCHWOERER & GER	SCHWOERER	SCHWOERER LAND PURCHAS	09/17/2025	2,500.00	2,500.00	09/19/2025
Total 96013:					2,500.00	2,500.00	
<b>96052</b>							
96052	MARK SCHULTZ	STMT 9-8-2025	PARK MATERIALS	09/08/2025	30.00	30.00	09/19/2025
Total 96052:					30.00	30.00	
<b>96133</b>							
96133	PIRTEK MENOMONEE FALLS	296-T0000361	GARAGE LARGE EQUIPMENT R	09/22/2025	215.95	215.95	09/26/2025
Total 96133:					215.95	215.95	
<b>96160</b>							
96160	LAWSON PRODUCTS INC	9312694390	GARAGE SMALL EQUIPMENT R	08/01/2025	62.00	62.00	09/26/2025
96160	LAWSON PRODUCTS INC	9312795537	PARKS MATERIALS	09/08/2025	90.46	90.46	09/19/2025
96160	LAWSON PRODUCTS INC	9312795538	GARAGE LARGE EQUIPMENT R	09/08/2025	88.24	88.24	09/19/2025
96160	LAWSON PRODUCTS INC	9312795539	PARKS MATERIALS	09/08/2025	68.64	68.64	09/19/2025
Total 96160:					309.34	309.34	
<b>96197</b>							
96197	MEAD & HUNT	393609	DIGESTER ROOF - ENGINEERI	09/12/2025	3,596.00	3,596.00	09/26/2025
Total 96197:					3,596.00	3,596.00	
<b>96204</b>							
96204	DAVID & LYNN TROCHTA	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	182.29	182.29	10/03/2025
Total 96204:					182.29	182.29	
<b>96207</b>							
96207	JONATHAN ARNHOELTER	STMNT3QTR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	871.20	871.20	10/03/2025
Total 96207:					871.20	871.20	
<b>96208</b>							
96208	STEVE ZIMMERMANN	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	326.25	326.25	10/03/2025
Total 96208:					326.25	326.25	
<b>96243</b>							
96243	REDEMPTION RECYCLING LLC	148669	RECYCLING EVENT	09/16/2025	563.87	563.87	09/26/2025
Total 96243:					563.87	563.87	
<b>96297</b>							
96297	WHITE CAP, LP	50033225983	CAP C SIDEWALK IMPROVEME	09/04/2025	90.00	90.00	09/12/2025
96297	WHITE CAP, LP	50033445669	PARKS MATERIALS	09/18/2025	553.14	553.14	09/26/2025
Total 96297:					643.14	643.14	
<b>96309</b>							
96309	ANNE & MATTHEW DREWRY	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	59.53	59.53	10/03/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 96309:					59.53	59.53	
<b>96310</b>							
96310	MARC SHUMAN	STMT 9-4-2025	RESTITUTION FROM HEATHER	09/04/2025	30.00	30.00	09/12/2025
Total 96310:					30.00	30.00	
<b>96312</b>							
96312	LOCHEN EQUIPMENT	002-2002966	EVERGREEN GOLF COURSE	09/10/2025	245.80	245.80	09/19/2025
Total 96312:					245.80	245.80	
<b>96329</b>							
96329	CREXENDO	280663	PHONE - LIBRARY	09/01/2025	229.40	229.40	09/05/2025
96329	CREXENDO	285783	ELEVATOR PHONE CONVERSI	09/25/2025	500.00	500.00	10/03/2025
Total 96329:					729.40	729.40	
<b>96355</b>							
96355	BRYON PREISSNER	STMNTSOLAR	SOLAR CREDIT PAYMENT	09/30/2025	407.63	407.63	10/03/2025
Total 96355:					407.63	407.63	
<b>96392</b>							
96392	QUASIUS BUSINESS SOLUTION	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	829.04	829.04	10/03/2025
Total 96392:					829.04	829.04	
<b>96450</b>							
96450	KEITH FISHER	STMNTSOLAR	SOLAR CREDIT PAYMENT	09/30/2025	201.09	201.09	10/03/2025
Total 96450:					201.09	201.09	
<b>96467</b>							
96467	JOHN ROSS	ROSS 092325	REFUND OVERPAYMENT	09/23/2025	105.93	105.93	09/26/2025
Total 96467:					105.93	105.93	
<b>96504</b>							
96504	WITKOWSKI INSPECTION AGE	STMT 9-30-202	BUILDING INSPECTOR CONTR	09/30/2025	9,582.10	9,582.10	10/03/2025
Total 96504:					9,582.10	9,582.10	
<b>96532</b>							
96532	WalMart	STMT 9-22-202	FROM DIANE MUSIEDLAK	09/22/2025	50.00	50.00	09/26/2025
Total 96532:					50.00	50.00	
<b>96536</b>							
96536	TROJAN TECHNOLOGIES COR	50006097	UV LAMP	09/22/2025	1,960.50	1,960.50	10/03/2025
96536	TROJAN TECHNOLOGIES COR	50006097	FREIGHT	09/22/2025	254.00	254.00	10/03/2025
96536	TROJAN TECHNOLOGIES COR	50006097	SURCHARGE	09/22/2025	98.03	98.03	10/03/2025
Total 96536:					2,312.53	2,312.53	
<b>96568</b>							
96568	ALAN WITTKOPP	945070	FLEET VEHICLE MAINTENANCE	09/20/2025	300.00	300.00	09/26/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 96568:					300.00	300.00	
<b>96599</b>							
96599	NORTH STAR ENVIRONMENTAL	250-1172	HO#84 TESTING	08/26/2025	713.63	713.63	09/12/2025
Total 96599:					713.63	713.63	
<b>96645</b>							
96645	KARCZ UTILITY SERVICES, LLC	1009	REFINISH AND REPAIR	08/25/2025	10,978.85	10,978.85	09/12/2025
Total 96645:					10,978.85	10,978.85	
<b>96660</b>							
96660	DAVID TENOR CORPORATION	STMNT 09082	COLLINS ST PLYMOUTH- CITY	09/08/2025	133,547.46	133,547.46	09/26/2025
96660	DAVID TENOR CORPORATION	STMNT 09082	COLLINS ST PLYMOUTH- SEWE	09/08/2025	20,929.05	20,929.05	09/26/2025
96660	DAVID TENOR CORPORATION	STMNT 09082	COLLINS ST PLYMOUTH- WATE	09/08/2025	15,851.54	15,851.54	09/26/2025
Total 96660:					170,328.05	170,328.05	
<b>96664</b>							
96664	GALLAGHER BENEFIT SERVICE	351427	CONSULTING SERVICES-CITY	09/11/2025	850.00	850.00	09/19/2025
96664	GALLAGHER BENEFIT SERVICE	351427	CONSULTING SERVICES-UTILIT	09/11/2025	850.00	850.00	09/19/2025
Total 96664:					1,700.00	1,700.00	
<b>96669</b>							
96669	PARM'S LANDSCAPE MANAGE	STMNTSOLAR	SOLAR CREDIT PAYMENT	09/30/2025	235.68	235.68	10/03/2025
Total 96669:					235.68	235.68	
<b>96670</b>							
96670	DARYL LEHMAN	STMNTSOLAR	SOLAR CREDIT PAYMENT	09/30/2025	556.01	556.01	10/03/2025
Total 96670:					556.01	556.01	
<b>96677</b>							
96677	WIN IT Services	214698	SENTINEL ONE EDP	09/10/2025	475.00	475.00	09/19/2025
Total 96677:					475.00	475.00	
<b>96679</b>							
96679	NUSO LLC	131076324	SIP TRUNK BUNDLE	09/03/2025	292.90	292.90	09/12/2025
Total 96679:					292.90	292.90	
<b>96681</b>							
96681	WOODLAND TITLE SERVICES L	1218 CLOSING	1218 PROPERTIES LAND PURC	09/16/2025	849.00	849.00	09/19/2025
96681	WOODLAND TITLE SERVICES L	PLY REV CLO	NEWSPRESS LAND PURCHASE	09/25/2025	775.00	775.00	09/26/2025
96681	WOODLAND TITLE SERVICES L	SCHWOERER	SCHWOERER LAND PURCHAS	09/17/2025	775.00	775.00	09/19/2025
Total 96681:					2,399.00	2,399.00	
<b>96688</b>							
96688	ROTE OIL LTD	INV-00001497	GARAGE GAS & OIL	09/08/2025	115.20	115.20	09/12/2025
Total 96688:					115.20	115.20	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>96710</b>							
96710	MATTHEW MORGAN	08212025	PROGRAM - LIBRARY FOUNDA	08/21/2025	500.00	500.00	09/12/2025
Total 96710:					500.00	500.00	
<b>96711</b>							
96711	JX ENTERPRISES	2422260S	GARAGE LARGE EQUIPMENT R	09/15/2025	1,503.13	1,503.13	09/26/2025
Total 96711:					1,503.13	1,503.13	
<b>96712</b>							
96712	96 PLYMOUTH, LLC	STMNT 09232	OVERPAYMENT REFUND FOR	09/23/2025	44.40	.00	10/01/2025
96712	96 PLYMOUTH, LLC	STMNT 96712	OVERPAYMENT REFUND FOR	09/03/2025	44.40	44.40	09/05/2025
Total 96712:					88.80	44.40	
<b>96713</b>							
96713	JASON HANKE	STMNT 09052	OVERPAYMENT REFUND FOR	09/05/2025	2,743.00	2,743.00	09/12/2025
Total 96713:					2,743.00	2,743.00	
<b>96714</b>							
96714	OVERDRIVE INC	ADV-0006280	DIGITAL CONTENT - LIBRARY	09/12/2025	500.00	500.00	09/26/2025
Total 96714:					500.00	500.00	
<b>96715</b>							
96715	1218 PROPERTIES LLC	1218 CLOSING	1218 PROPERTIES LAND PURC	09/16/2025	35,083.86	35,083.86	09/19/2025
Total 96715:					35,083.86	35,083.86	
<b>96716</b>							
96716	ELECTRO-CHEMICAL DEVICES,	251156	SENSOR S80	09/04/2025	585.00	585.00	10/03/2025
96716	ELECTRO-CHEMICAL DEVICES,	251156	T80 AC POWERED RELAYS HA	09/04/2025	1,590.00	1,590.00	10/03/2025
96716	ELECTRO-CHEMICAL DEVICES,	79903	TEMP SENSOR	09/10/2025	2,175.00	2,175.00	09/26/2025
Total 96716:					4,350.00	4,350.00	
<b>96717</b>							
96717	VAN DE WATER LAW OFFICE	STMNT 09232	OVERPAYMENT REFUND MARK	09/23/2025	46.93	46.93	09/26/2025
Total 96717:					46.93	46.93	
<b>96719</b>							
96719	SALLY KAUFERT	KAUFERT 092	OVERPAYMENT REFUND PLYM	09/23/2025	450.25	450.25	10/03/2025
Total 96719:					450.25	450.25	
<b>96720</b>							
96720	JON LILYQUIST	LILYQUIST 092	OVERPAYMENT REFUND	09/23/2025	212.19	212.19	10/03/2025
Total 96720:					212.19	212.19	
<b>96726</b>							
96726	ELDER INVESTMENTS LIMITED	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	889.34	889.34	10/03/2025
Total 96726:					889.34	889.34	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>96727</b>							
96727	BELDEN & LOUISE PAULSON	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	308.39	308.39	10/03/2025
Total 96727:					308.39	308.39	
<b>96728</b>							
96728	CHRIS WALLER	STMNTSOLAR	SOLAR CREDIT PAYMENT 3RD	09/30/2025	58.50	58.50	10/03/2025
Total 96728:					58.50	58.50	
Grand Totals:					940,943.82	940,899.42	

## 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:

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THE FINANCE COMMITTEE

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Dated: \_\_\_\_\_

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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



# City of Plymouth Plan Commission

## OFFICIAL MINUTES

Mayor Pohlman called the meeting to order at 6:00 PM on September 4, 2025. The following members were present: Jane Meyer, Ron Nicolaus, John Wyatt, Angie Matzdorf, and Justin Schmitz. Also present: City Administrator/Utilities Manager Tim Blakeslee, Assistant City Administrator/Community Development Director Jack Johnston, Fire Chief Ryan Pafford

### **1.) Call to Order & Roll Call**

Mayor Pohlman called the meeting to order at 6:00 pm. The meeting began with a roll call of the Plan Commission. Mayor Pohlman welcomed Angie Matzdorf to the Plan Commission as new Council Representative after the retirement of Alderman Greg Hildebrand.

### **2.) Approval of Minutes from August 7, 2025:**

Motion was made by Nicolaus/Schmitz to approve the minutes. Upon the call of the roll, all voted aye. Motion carried.

### **3.) Site Plan Seeking Approval; 615 E. Main St, Jonathon & Samantha Puetz, for the construction of a 432 square foot detached garage. Puetz (enclosure)**

Jon Puetz has submitted an application to construct a 14' by 22' storage garage on the southwest corner of 615 East Main Street. The project also calls for an overhang to be 12" off the west property line and 48" off south property line to avoid underground power utilities. B-2 zoning does not have setbacks, so the placement of the garage is conforming. The property is used as a single-family home. The Plan Commission does not typically review additions or new constructions for residential properties, but as the property's base zoning is B-2 general business (housing is a permitted use), a site plan review is required by City code.

Mr. Puetz was in attendance for any questions by the Plan Commission. Mayor Pohlman asked staff if there were any concerns, to which they replied there were not.

Motion was made by Nicolaus/Schmitz to approve the site plan for 615 E. Main St. for the construction of a 432 square foot garage as presented. Upon the call of the roll, all voted aye. Motion carried.

### **4.) Site Plan Seeking Approval; 3950 CTH PP, JJ Coolers LLC, for additional parking lot space and installation of a gravel trailer parking area. Keller, Inc. (enclosure)**

Doug Schwalbe, Keller Inc., on behalf of JJ Coolers, LLC located at 3950 CTH PP in the City of Plymouth has submitted a site plan review application to increase employee and semi-trailer parking at their warehouse facility on the City's far east side. Parking lot alterations such as this require site plan review and approval by the Plan Commission per Sec. 13-1-173 of the Plymouth Municipal Code.

Longstanding Plan Commissioners may remember JJ Coolers seeking and receiving site plan approval for a warehouse expansion in late 2019 that included much of the same as what they are proposing now. That building expansion portion of the project has been put on hold, but they would like to move forward with the increase in parking. The other key change from the 2019 site plan is in regards to the semi-trailer parking. The 2019 plan showed heavy-duty asphalt while the current plan shows gravel parking in this location.

Doug Schwalbe and Marilyne Lauersdorf were present to answer any questions, explaining much of this project was already approved with the change from asphalt to gravel semi parking.

Commissioner Nicolaus asked if the existing fire hydrant would still have acceptable access. Chief Pafford responded he had no concerns and the owners also verified it will have adequate access if the need to be used ever came up.

Motion was made by Nicolaus/Schmitz to approve the site plan for 3950 CTH PP, JJ Coolers LLC, for additional parking lot space and installation of a gravel trailer parking area as presented. Upon the call of the roll, all voted aye. Motion carried.

**5.) Site Plan Seeking Approval; Parcel number 59271822750 (southeast corner of STH 57 and CTH PP), Sargento Cheese Inc, regarding minor revisions to previously approved site plans for new ~384,000 square foot industrial facility in the H-I Heavy Industrial zoning district.**

Sargento has requested consideration of a very minor revision to their site plan after reevaluating the vehicle circulation of the site. Their engineers have determined that they need to reverse the truck and personnel entry drives off of CTH PP. These drives will not move from their original location on CTH PP, they will just be designated differently to accommodate their respective traffic. There are also minor revisions within the site including relocating the pump house, as well as changing the access drive location for emergency vehicles between the truck driveway and the regular parking lot.

Motion was made by Nicolaus/Schmitz to approve the site plan revisions for the Sargento property as proposed. Upon the call of the roll, all voted aye with Commissioner Schellin abstaining. Motion carried.

**6.) Traffic Impact Analysis Review and Approval; For the new Sargento facility on the corner of STH 57 & CTH PP. Review and approval of TIA by Plan Commission required as part of contingent approval of site plan received at July 10, 2025 Plan Commission meeting.**

This item continues from item #5. At the July 10, 2025 Plan Commission meeting, Sargento received contingent approval for their new ~384,000 square foot facility to be located on the corner of STH 57 and CTH PP in the City of Plymouth. One of those contingencies was a traffic impact analysis (TIA) being completed and reviewed by City staff and approved by the Plan Commission at a future meeting.

The TIA has been completed by Traffic Analysis & Design, Inc (TADI) out of Cedarburg, Wisconsin and furnished to the City. Staff has since worked with the Kapur to conduct an independent third-party review of the TIA to ensure its completeness and accuracy. Kapur's findings were that the TIA meets industry standard and is acceptable.

Troy Woodard from Gray AES was present online to answer any questions of the Sargento team. Aaron Groh from Kapur was also present who conducted the review of the TIA for the City. Mr. Groh's comments summarized that a dedicated right turn lane on eastbound CTH PP for the east driveway is warranted. A left turn lane for westbound traffic is not warranted as the volumes were not high enough. He also noted that storage length for the westbound right turn from CTH PP to STH 57 is 10' short of the expected maximum queue with 2025 existing traffic and is expected to increase to 30' short 2036 with build traffic, however this was a minor concern.

The Commission thanked Kapur and Gray for their work on this report. Discussion ensued on future upgrades to CTH PP possibly needed in the future. The mayor spoke on the need to have County and State buy-in as the City does not control STH 57 or CTH PP.

Motion made by Wyatt/Nicolaus to accept the findings of the TIA as presented and reviewed by Kapur. Upon the call of the roll, all voted aye with Commissioner Schellin abstaining. Motion carried.

**7.) Concept Plan Seeking Feedback; Parcel Number 59271829210, located on Section 33 along State Highway 67 on the southwest side of the City of Plymouth, regarding a concept plan for a single-family residential subdivision plat and multi-family residential project. Neumann Developments, Inc. (enclosure)**

Neumann Development, Inc. is coming before the Plan Commission to seek general feedback on concept plan for a subdivision project located on the State Highway 67 curve just south of the Greystone subdivision on a ~67-acre vacant parcel currently owned by the Plymouth Industrial Development Corporation (PIDC). This is a concept plan only and not a formal application. The concept plan shows 119 single family lots along with 60 multi-family residential units on the southern end of the site. Neumann would serve as developer for the single-family portion of the project while Premier Real Estate (PRE/3) would serve as developer for the multi-family portion of the project. The concept plan also shows a new park to be located within the development to be used by area residents. The development would be serviced by roads connecting to both STH 67 and the Greystone subdivision to the north.

Bryan Lindgren and Ryan Fritsch of Neumann Developments were in attendance and presented their concept plan to the Commission, noting that Neumann would serve as the master developer and install the single-family housing, and PRE/3 would serve as the developer for the multi-family portion of the project. Mr. Lindgren also said Neumann was in early discussions with TADI to conduct a traffic impact analysis (TIA) to ensure the existing roadways along STH 67 and CTH PP could support this development without an adverse impact to traffic flow.

Commissioner Schellin asked if Neumann had replicated this product in other communities. Mr. Lindgren said that each site demands a slightly different layout, but the general concept had been completed by Neumann in other communities in southeastern Wisconsin such as Saukville, Grafton, Waterford, Beaver Dam, etc. They have also worked with PRE/3 before for the multi-family portion of the project and have had good success working with them. Commissioner Schellin asked what the expected build out would be. Mr. Lindgren expected that once the infrastructure was in, they would expect to build about 20 homes per year with a 5-6 year build out.

Commissioner Meyer asked about home prices as well as the contrast the developer would expect in appearance from the Greystone and South Hills subdivision to the north. Mr. Lindgren explained the home prices would likely fall in the high \$300k's to mid \$400k's. In terms of appearance, Mr. Lindgren explained Neumann takes great pride in their developments and has a menu of customizable home options for buyers as well as spec homes, which are included in the packet materials. Assistant City Administrator Johnston commented that while the proposed lot size and setbacks are slightly more-dense than what Greystone and South Hills are, the average pedestrian would likely not be able to tell a difference from one development to the other once everything is built out and the landscaping matures.

Staff also asked the Plan Commission to discuss the proposed public park with the developer. The Plan Commission was pleased with the proposed park, but did ask for some small off-street parking to be provided as the concept develops. Discussion included what amenities would be included in the park. Staff explained this would be discussed as this project continues to evolve.

The Plan Commission was generally in favor of the development as proposed and directed the applicant to work with staff.

**8.) Fee Schedule Update: Staff seeking recommendation to update the Zoning Fee Schedule last updated in 2020**

The Zoning Fee Schedule was last updated in 2020 and needs to be updated after the City passed a new zoning ordinance regarding additions to existing non-conforming structures and substandard lots. The proposed fee would be used to cover the cost of publication of notices in the newspaper and to neighbors within the vicinity of any future applications.

It also includes updated language that concept fee application does not carry a charge as well puts a cost of \$250 for “Plan Commission Determination of Use” as stipulated in Sec. 13-1-111 in the Plymouth Municipal Code. Further, some language in the fee schedule is proposed to be updated to reflect existing ordinance language that allows the City to bill back the cost of professional consultant time related to applications in order to avoid confusion and make that clear going forward. Finally, staff has proposed removing the fee for “temporary signs” and temporary and final occupancy permits as those are permitted by the Building Inspection Department. “Temporary signs” and banners are regulated differently in the code. Temporary signs refer to signs typically posted in one’s yard like a campaign sign or “For Sale” sign.

Motion made by Wyatt/Nicolaus to recommend to the Common Council that the fee schedule be updated as presented. Upon the call of the roll, all voted aye. Motion carried.

**9.) Communication – Letters, E-mails, or reports Related to the Plan Commission (Chairman, Secretary, Plan Commission Members, City of Plymouth Staff/Alderspersons)**

Assistant City Administrator Johnston noted that an October Plan Commission meeting will happen, but it will likely be a light meeting schedule.

**10.) Adjournment**

Motion was made by Nicolaus/Wyatt to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



PLYMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
September 8, 2025

Meeting was called to order by K. Murray at 6:30 pm. Present were: K. Murray, B. McKnight, M. Kaczowski, M. Hummitzsch, S. Britt, A. Matzdorf, and S. Gloede. Absent were K. Kraemer: none. Also present: Library Director L. Jochman

There was no public comment or correspondence.

Motion by A. Matzdorf, second by M. Hummitzsch to approve the minutes of the August 4, 2025 meeting with revisions. Motion passed unanimously.

Motion by B. McKnight, second by S. Britt to approve the financial report for August 2025 Expenses. Motion passed unanimously.

Director L. Jochman reviewed some highlighted items on the Director's monthly report. This included an update on website updates, Fallooza volunteers, Foundation activities, Joint County Planning, and library awareness.

#### Unfinished Business

Director L. Jochman updated the board on the kickoff meeting with Sommerville on September 18.

Director L. Jochman presented the proposed 2026 operating budget and updated the board on capital improvement items. Final approval of the budget will be discussed at the next meeting.

#### New Business

Director L. Jochman presented proposed digital services for 2026. Recommendations include dropping Hoopla and reallocating funding to Libby/Overdrive and subscribing to New York Times All Access. Motion by S. Gloede to approve the digital services plan as presented, second by A. Matzdorf. Motion passed unanimously.

Director L. Jochman requested a procedure for purchasing bereavement gifts on behalf of the Board of Trustees for library staff and their immediate family members. Discussion centered around funding source, operating budget, unrestricted donation fund, and line items. The Board requested more information from City finance. Motion by S. Gloede to table until next meeting, second by M. Kaczkowski. Motion passed unanimously.

Motion by S. Britt to go into closed session to discuss staff salaries for 2026 and to evaluate the Library Director, second by S. Gloede. Motion passed unanimously.

Motion by A. Matzdorf to enter open session, second by S. Britt. Motion passed unanimously.

Motion by M. Hummitzsch to approve the Library Director's evaluation, second by S. Britt. Motion passed unanimously.

Motion by S. Gloede to approve the 2026 staff salaries as presented, second by S. Britt. Motion passed unanimously.

#### Announcements

A. Matzdorf announced the Sidewalk Sale and Historical Society Brat Fry.

Motion by B. McKnight, second by A. Matzdorf to adjourn. Motion passed. Meeting was adjourned at 7:16 pm.

Submitted by, Leslie Jochman  
Library Board Secretary

**Plymouth Community Television  
Board Meeting 09/08/2025**

Attendance: Gary Kaiser, Kurt Zolp, Virginia Stemper, John Binder, Mike Briggs, and Konrad Kaczowski

Checking: 416.75  
Unrestricted: 2,790.22  
Restricted: 18,764.11

Mike reported that Plymouth Dirt Track Racing shows are going very well, with two races left for the season. The Concert in the Park series has ended and all concerts were filmed. Three football games have been filmed and aired. Mike noted the quality as excellent and YouTube viewing is well 1,000 viewers per game.

Kurt Zolp reported that the playback of the show "That's the Way it Was" will be ready for viewing on Cable Channel 14 and PCTV YouTube Channel by September 30<sup>th</sup>, 2025 (Homecoming Week). Konrad will send out a news release.

Action-14 for September 16<sup>th</sup>: Mayor, Plymouth Art Center, and School District Superintendent. There will be no Veteran-to-Veteran show for October

**Next Board Meeting October 13, 2025 5:00 PM at the High School**

Respectfully submitted

Konrad Kaczowski

## Plymouth Community TV Cash Flow

**Year: 2025**

Summary	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Opening Balance	582.80	590.83	325.60	479.76	516.81	808.54	746.47	1,079.47	506.75	513.66			
Total Reciepts	4,750.00	4,500.00	4,400.00	4,200.00	4,200.00	4,250.00	5,500.00	3,250.00	4,000.00	0.00	0.00	0.00	\$ 39,050.00
Total Disbursements	4,741.97	4,765.23	4,245.84	4,162.95	3,908.27	4,312.07	5,167.00	3,822.72	3,993.09	0.00	0.00	0.00	\$ 39,119.14
Total Cash Flow	8.03	-265.23	154.16	37.05	291.73	-62.07	333.00	-572.72	6.91	0.00	0.00	0.00	
Ending Balance	\$ 590.83	\$ 325.60	\$ 479.76	\$ 516.81	\$ 808.54	\$ 746.47	\$ 1,079.47	\$ 506.75	\$ 513.66	\$ 513.66	\$ -	\$ -	\$ -

## Receipt

Receipt													
Restricted	3,750.00	4,500.00	4,400.00	4,200.00	3,700.00	3,750.00	5,500.00	2,750.00	4,000.00				\$ 36,550.00
Unrestricted	1,000.00				500.00	500.00		500.00					\$ 2,500.00
													\$ -
Other													\$ -
<b>TOTAL</b>	<b>\$ 4,750.00</b>	<b>\$ 4,500.00</b>	<b>\$ 4,400.00</b>	<b>\$ 4,200.00</b>	<b>\$ 4,200.00</b>	<b>\$ 4,250.00</b>	<b>\$ 5,500.00</b>	<b>\$ 3,250.00</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,050.00</b>

## Disbursements

[illegible]



TOTAL	\$ 4,741.97	\$ 4,765.23	\$ 4,245.84	\$ 4,162.95	\$ 3,908.27	\$ 4,312.07	\$ 5,167.00	\$ 3,822.72	\$ 3,993.09	\$ -	\$ -	\$ -	\$ 39,119.14
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## **UNOFFICIAL MINUTES**

### **FINANCE & PERSONNEL COMMITTEE OF THE PLYMOUTH COMMON COUNCIL COUNCIL CHAMBERS 128 SMITH STREET CITY OF PLYMOUTH, WISCONSIN**

**TUESDAY, SEPTEMBER 30, 2025 @ 5:45 PM**

- 1. Call to Order and Roll Call.:** Chairperson Penkwitz called the meeting to order at 5:45 PM. On the call of the roll, the following were present: Mayor Pohlman, Angie Matzdorf, Diane Gilson, Jeff Tauscheck, and Mike Penkwitz. Also present: John Binder, Kevin Sande, Dave Herrman, Dana Haucke, City Administrator/Utilities Manager Tim Blakeslee, Public Works Cathy Austin, HR Specialist Leah Federwisch, Finance Manager Chris Russo, Electrical Operation Manager Ryan Roehrborn, Assistant Administrator/Community Development Director Jack Johnston, City Clerk/Deputy Treasurer Anna Voigt.
- 2. Approval of Meeting Minutes for September 9, 2025 meeting:** Motion was made by Tauscheck/Gilson to approve the minutes from September 9. A unanimous aye vote was cast. Motion carried.
- 3. Utilities Cash Flow Analysis:** Kayla Thorpe from Ehlers gave a presentation about the 10-year outlook for electric, water and sewer.
- 4. 2026 Budget Work Session – Utility Operating and Capital / Debt Financing:** Blakeslee went through the electric, water and wastewater operating and capital budget.
- 5. Discussion on Employee Handbook Updates:** Blakeslee asked the committee to provide any additional feedback on the handbook. Motion was made by Pohlman/Tauscheck to recommend Council approve the Employee Handbook. Upon the call of the roll, all voted aye. Motion carried.
- 6. Adjournment:** Motion was made by Tauscheck/Gilson to adjourn the meeting at 6:44 PM. A unanimous aye vote was cast. Motion was carried.

# **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 9:00am, October 8, 2025 by Chairperson Linda Opitz

Chairman:	Linda Opitz
Commissioner:	Dennis McMullen
Commissioner	Marsha Vollbrecht
Commissioner:	William McCreedy
Commissioner	Mike Olig
Secretary:	Teresa Cruz

#### **PROCEEDINGS**

1. The minutes of the September 10th, 2025 meeting were read. After review of the minutes, a motion was made by Commissioner McCreedy and second by Commissioner Vollbrecht to approve the minutes. The motion was carried.
2. Recognition of tenant concerns:
  - a. Board members advised that all units are currently filled. With no received 30 day vacate notices.
3. The September 2025, Income and Expense report was reviewed. A motion was made by Commissioner Olig and second by Commissioner McMullen to approve the financial report. The motion carried.
4. The September 2025 invoices were reviewed and discussed and questions were answered by the Executive Director. Commissioner McMullen moved that all invoices be paid with Commissioner McCreedy seconding the motion. The motion carried.

#### **SECRETARY'S REPORT**

- A. Director shared topics of discussion during Fall Conference September 15th-18th

## **Old BUSINESS**

- A. Board was advised that retired ED would be coming back to assist with maintenance projects around the facility.
- B. ED provided update on major plumbing concerns throughout the facility.

## **NEW BUSINESS**

- A. Insurance changes are currently being discussed and considered.
- B. Yearly audit was successfully completed this month
- C. New facility application was discussed. Change suggestions given.

There was no further business to come before the Commissioners of the Authority. A motion to adjourn at 9:55 AM by Commissioner McCreedy and seconded by Commissioner McMullen. The motion carried.

The next scheduled regular meeting is November 5th, 2025 at 9 AM.

Respectfully submitted,

Teresa Cruz

Executive Director

**City of Plymouth**  
**September 2025**

Number of Building Permits Issued	43
Valuation of Building Permits Issued	\$1,779,341
**Includes Commercial Remodels	
New Single Family Homes	0
Valuation of Single Family Homes	\$0
**Includes Two Family Homes	
New Multi Family Buildings	0
Number of Units	0
Valuation of Multi Family Homes	\$0
New Commercial/Industrial Buildings	0
Valuation of Commercial/Industrial Buildings	\$0
Number of Commercial/Industrial Additions	0
Valuation of Commercial/Industrial Additions	\$0
<b>Total Permits</b>	<b>43</b>
<b>Total Value</b>	<b>\$1,779,341</b>

# Witkowski Inspection Agency, LLC - Contracted Inspection Report

## City of Plymouth - September 2025

Permit #	Date	Address	Project Description	Value
25-281	9/4/2025	433 E Mill Street STE C	Replace A/C	\$10,749
25-282	9/5/2025	30 Grove Street	Exterior Door	\$2,900
25-283	9/5/2025	615 E Main Street	Detached Garage	\$15,000
25-284	9/5/2025	15 Hein Avenue	4' x 6' Shed	
25-285	9/5/2025	525 E Clifford Street	Exterior Side of House; Siding/Window Repair	\$8,000
25-286	9/5/2025	30 Forest Avenue	Fence	\$200
25-287	9/5/2025	421 Airpark Road	Adding Plumbing to Basement for Bathroom, Windows	\$8,000
25-288	9/9/2025	229 High Street	Replace Windows	\$4,986
25-289	9/9/2025	107 W Clifford St	Kitchen , Powder Room, Bathroom Remodel	\$77,851
25-290	9/11/2025	731 Cattail Court	New Decking & Railing, Same Frame & Size	\$12,000
25-291	9/12/2025	11 Stafford Street	2 Windows, 1 Door Replacement	\$10,198
25-292	9/12/2025	203 Bishop Avenue	Replace 7 Windows	\$8,000
25-293	9/12/2025	127 North Street	Basement Remodel	\$6,000
25-294	9/12/2025	606 E Mill Street	Sign	
25-295	9/15/2025	725 Sunset Drive	Replace Water Heater	\$3,400
25-296	9/15/2025	1108 Bilgos Court	Replace 7 Windows	\$13,000
	9/15/2025	Millenium Tech Review - 1404 Pilgrim		
25-297	9/16/2025	651 W Main Street	Addition to Deck	\$45,000
25-298	9/16/2025	227 Beth Circle	Furnace & AC Replacement	\$16,000
25-299	9/18/2025	1404 Pilgrim Road	Electrical Work from Fire	\$192,000
25-300	9/18/2025	1404 Pilgrim Road	Rebuild Following Structure Fire - Building Only	\$550,000
25-301	9/18/2025	2303 Eastern Avenue	Update Monument Sign	
25-302	9/19/2025	431 Collins Street	Replace Water Line, Line Existing Sewer	
25-303	9/19/2025	330 Summit Street	Remove & Replace Siding: House & Garage	\$21,306
25-304	9/22/2025	1799 County Road C	Interior Remodel	\$195,000
25-305	9/22/2025	115 Division Street	Interior Remodel	\$35,675
25-306	9/23/2025	312 E Main Street	New Boiler Install	\$19,500
25-307	9/23/2025	1026 Davenport Road	Installation of new 400 amp service and meters on exterior of buildin	\$24,000
25-308	9/23/2025	1025 Fairview Drive	Installation of new 400 amp service and meters on exterior of buildin	\$24,000
25-309	9/23/2025	9 Elizabeth Street	Remove & Replace Front Porch	\$1,800
25-310	9/23/2025	3003 Eastern Avenue	Install Sign of North & West Elevation	\$8,000
25-311	9/23/2025	2511 Eastern Avenue	Replace and Install existing & new signage	\$10,000
25-312	9/25/2025	115 Plymouth Street	Install Light Pole in Parking Lot	\$6,000
25-313	9/26/2025	213 Forest Avenue	Accessory Structure	\$2,000
25-314	9/26/2025	115 Division Street	Remodel - Electric & Service	\$9,500
25-315	9/26/2025	Railroad Crossing on South S	Electrical Service for Railroad Crossing Signal Equipment	
25-316	9/29/2025	3101 Eastern Avenue	Replacement of RTU	\$13,000
25-317	9/29/2025	914/916 Eastern Avenue	Replace Roof	\$15,875
25-318	9/30/2025	402 E Main Street	New Siding on Building	\$10,000
25-319	9/30/2025	4200 County Rd PP	Install of Grease Interceptor	\$63,341
25-320	9/30/2025	2133 Eastern Avenue	Re-roof West Portion of Building	\$133,500
25-321	9/30/2025	128 Smith Street	Reroof, Roof & Vent to Code, Gutters	\$23,099
25-322	9/30/2025	1024 Trienens Road	Roof Repair & Gutters	\$3,061
25-323	9/30/2025	450 Pohlman's Way	Storage Garage for Facilities Use at Hub City Apts	\$177,400
Totals				\$1,779,341

## Anna V. Voigt

---

**From:** Plymouth DAM <downtownplymouthwi@gmail.com>  
**Sent:** Wednesday, October 8, 2025 2:29 PM  
**To:** Anna V. Voigt  
**Subject:** Downtown Cauldron Crawl  
**Attachments:** Crawl map for city .pdf

Dear Plymouth City Council,

I am writing on behalf of the Downtown Arts & Merchants to request permission to allow alcoholic beverages on the sidewalk as part of our upcoming event, the Downtown Cauldron Crawl, scheduled for October 18, 2025. This community event aims to bring together local businesses and residents for a festive, Halloween-themed celebration, promoting local commerce and community engagement.

The Downtown Cauldron Crawl will feature downtown business with a puzzle for participants to solve along with many other fun activities. As a part of the ticket price, they have an option to receive a themed alcoholic beverage from one of the participating bars. We are asking for permission for the participants to bring their beverage with them to other stops. The beverage will be in plastic containers with lids.

To facilitate this, we kindly request a temporary permit to allow alcohol consumption on the sidewalk within E. Mill Street between N Milwaukee and North St. from noon to 5:00 PM on October 18, 2025. We will coordinate with local law enforcement, businesses, and any required agencies to ensure the event is safe, orderly, and compliant with city regulations. I have included a map listing the business and bars that are a part of the event.

We appreciate your consideration and look forward to working with the City of Plymouth to make the Downtown Cauldron Crawl a safe and successful event that benefits our community.

Thank you for your time and support.

--

Thank You  
Plymouth Downtown Arts & Merchants (D.A.M.)

*Our mission at D.A.M. is to foster a vibrant and inclusive Downtown Plymouth by creating meaningful connections between the community and local businesses. We are committed to enhancing the quality of life for residents and visitors, promoting economic development, and preserving the unique character of our historic downtown area.*



## Downtown Cauldron Crawl Map

### Participating Stores and Bars

1. Maggie's Closet
2. The Cheese Counter
3. Caan's Garden
4. Yoga Co-op
5. Books and More
6. Shades of Jade
7. Over Easy Flipping
8. Allechant
9. Full Throttle
10. Simply Samantha
11. Vintage Rewind
12. Hartman's Bakery
13. Karlovy Massage
14. Plymouth Arts Center

- A. Antionio's
- B. Cozy Bar
- C. City Club
- D. Wild Shots
- E. Big Billy's





**DATE:** October 9, 2025

**TO:** Mayor and Common Council

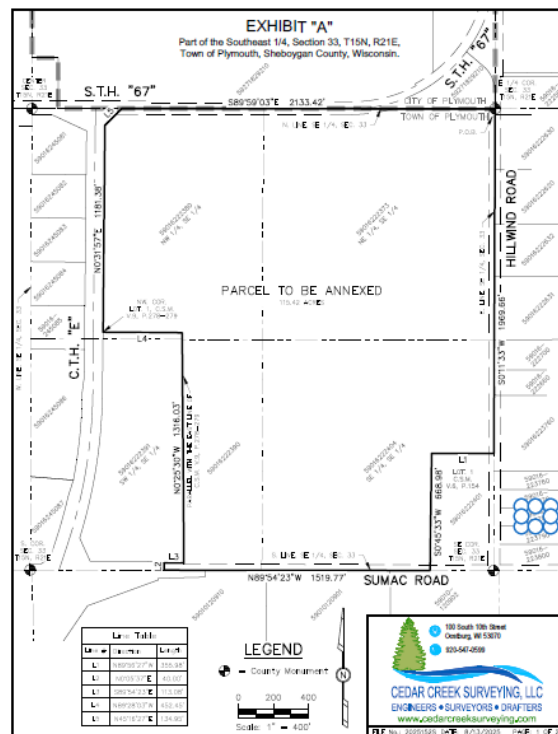
**FROM:** Tim Blakeslee, City Administrator/Utilities Manager

**RE:** Ordinance No. 15 An Ordinance Annexing from the Town of Plymouth to the City of Plymouth Pursuant to Wis. Stat. 66.0217 (2) Parcels 59016-222380, 59016-222373, 59016-222390 and 59016-222404. – City Administrator/Utilities Manager, Tim Blakeslee

**Background:** The Plymouth Industrial Development Corporation (PIDC) owns parcels 59016-222380, 59016-222373, 59016-222390, and 59016-222404 (pictured to the right), located south of Highway 67. In August 2025, PIDC filed a petition to annex these parcels into the City of Plymouth. The request was submitted to the Wisconsin Department of Administration (DOA) for review.

On September 25, 2025, the DOA determined that “The proposed annexation submitted to our office on September 4, 2025, has been reviewed and found to be in the public interest.” The full letter from the DOA is included as Attachment 1.

Attachment 2 includes the proposed ordinance to approve the annexation. The ordinance designates the property with a temporary zoning classification of Agriculture (A). PIDC will be required to submit for a permanent zoning designation within one (1) year. While the final zoning request has not been determined at this time, the PIDC has indicated that it plans to retain the agricultural designation.



The City Clerk has reviewed the petition and confirmed that it complies with Wisconsin Statute §66.0217(2). In accordance with Wis. Stat. §66.0217(14), the City of Plymouth must pay the Town of Plymouth, for five (5) years, an amount equal to the property taxes levied on the annexed territory in the year of annexation. The total payment will be \$80.52.

The attached ordinance and annexation exhibit include all remaining requirements under state law, including the assigned election ward (Ward 12), current population (0), and confirmation from the Department of Administration that the annexation is in the public interest as noted above.

**Staff Analysis:** City staff supports the proposed annexation for the following reasons:

- Supports future development:
  - The 2024 Housing Study identified this location as an area for long-term growth.
  - Annexation will facilitate potential development north of Highway 67 by helping meet acreage requirements for a future Tax Incremental District (TID). The City's financial advisor, Ehlers, recommends completing the annexation prior to the creation of new TIDs.
  - The 2023–2024 Sewer Analysis identified this area as a priority for future utility feasibility. A future TID for a project to the north could help finance the extension of utility infrastructure to this site when needed, limiting future taxpayer impact.
- Aligns with community growth
  - This area represents the natural direction for the City's growth in this part of town.
- Minimal service impact:
  - The property is currently farmland with no structures, resulting in minimal city service requirements. There is currently no planned development.
  - The City will coordinate with the County for snow plowing of the small sections of Sumac Road and Hillwind Road.
- The annexation supports the following objectives from the 2023–2026 Strategic Plan:
  - Increase housing options for all residents
  - Expand economic development opportunities
  - Broaden TIF district utilization

**Recommendation:** Staff recommends approval of Ordinance No. 15, annexing parcels 59016-222380, 59016-222373, 59016-222390, and 59016-222404 from the Town of Plymouth to the City of Plymouth pursuant to Wis. Stat. §66.0217(2).

**Attachments:**

- DOR Determination
- Ordinance No. 15



TONY EVERS

GOVERNOR

KATHY BLUMENFELD

SECRETARY

**Municipal Boundary Review**

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: [wimunicipalboundaryreview@wi.gov](mailto:wimunicipalboundaryreview@wi.gov)

Web: <http://doa.wi.gov/municipalboundaryreview>

September 25, 2025

PETITION FILE NO. 14795

ANNA VOIGT, CLERK  
CITY OF PLYMOUTH  
P.O. BOX 107  
PLYMOUTH, WI 53073-0107

DEBRA SCHWIND, CLERK  
TOWN OF PLYMOUTH  
120 SUHRKE RD  
PLYMOUTH, WI 53073-1101

Subject: PLYMOUTH INDUSTRIAL DEVELOPMENT CORPORATION ANNEXATION

The proposed annexation submitted to our office on September 04, 2025, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city..." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the City of Plymouth, which is able to provide needed municipal services.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14795 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to [mds@wi.gov](mailto:mds@wi.gov) or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2869>  
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner

Document Number

**AN ORDINANCE ANNEXING  
TERRITORY FROM THE TOWN OF  
PLYMOUTH TO THE CITY OF  
PLYMOUTH  
(MBR No. 14795)**

**Ordinance No. \_\_\_\_\_ of 2025**

**WHEREAS**, a Petition for unanimous direct annexation of the following territory in the Town of Plymouth, Sheboygan County, Wisconsin, more particularly and legally described below and as shown on the scale map attached hereto as **Exhibit A**, to the City of Plymouth, was filed with the City Clerk on or about August 27, 2025.

That part of the Southeast 1/4 of Section 33, T15N, R21E, Town of Plymouth, Sheboygan County, Wisconsin, described as:

BEGINNING at the East 1/4 corner of said Section 33; thence S0°11'33"W 1969.66 feet along the East line of said Southeast 1/4; thence N89°56'27"W 355.98 feet along the North line of Lot 1, C.S.M. V.6, P.154; thence S0°45'33"W 668.98 feet along the West line of said Lot 1; thence N89°54'23"W 1519.77 feet along the South line of said Southeast 1/4; thence N0°05'37"E 40.00 feet; thence S89°54'23"E 113.08 feet along the North right-of-way line of Sumac Road; thence N0°25'30"W 1316.03 feet parallel with the East line of Lot 1, C.S.M. V.9, P.278-279; thence N89°28'03"W 452.45 feet to the Northwest corner of said Lot 1; thence N0°31'57"E 1181.38 feet along the East right-of-way line of C.T.H. "E"; thence N45°16'27"E 134.95 along said right-of-way line; thence S89°59'03"E 2133.42 feet along the North line of said Southeast 1/4 to the point of beginning.

Tax Key Numbers: 59016-222380, 59016-222373, 59016-222390 and 59016-222404

**WHEREAS**, the City Clerk has investigated the Petition and has advised that the Petition is in compliance with Wisconsin Statute § 66.0217(2), in that all of the electors, if any, residing within such territory, and the owners of all of the real property in such territory have signed the Petition; that such Petition was properly filed with the City Clerk together with a scale map and a legal description of the property showing the boundaries of the property to be annexed and its relationship to the City; that copies were timely filed with the Town Clerk of the Town of Plymouth; and that copies thereof were mailed to the Wisconsin Department of Administration; and

**WHEREAS**, prior to its action on the herein Ordinance, this Common Council has reviewed the advice of the Department of Administration finding that the annexation is in the public interest; and

**NOW, THEREFORE**, the Common Council of the City of Plymouth does ordain as follows:

Section 1. **Adequacy of Petition.** That the above Petition for the unanimous direct annexation of the property described was signed by all the owners of all of the real property in the territory and that there are no electors residing in the territory; and therefore, it is a sufficient and legal Petition conforming to the requirements of Wisconsin Statute § 66.0217(2).

Section 2. **Annexation of Territory.** The territory described is hereby annexed to the City of Plymouth and shall be included on the City Official Zoning Map. The City Clerk is hereby instructed to file immediately with the Secretary of Administration a certified copy of the Ordinance, Certificate, and Plat, and to send one copy to each company that provides any utility service in the area that is annexed. The City Clerk shall also record the Ordinance

Name and Return Address  
**Attorney Crystal H. Fieber  
HOPP NEUMANN HUMKE LLP  
2124 Kohler Memorial Drive, Suite 310  
Sheboygan, WI 53081**

with the Sheboygan County Register of Deeds and file a signed copy of the Ordinance with the Clerk of the Plymouth School District, all in accordance with Wisconsin Statute § 66.0217.

Section 3. **Zoning Designation.** Pursuant to City Code § 13-1-12, upon annexation, the territory shall be placed in the Agricultural District. Within one (1) year, the owners shall file a petition seeking a permanent zoning district classification.

Section 4. **Election Ward.** The territory described is hereby made a part of Election Ward 12 of the City of Plymouth. In addition, the City Clerk shall file with the County Clerk the report required by Wis. Stat. § 5.15(4)(bg) confirming the boundaries of the City and all election wards.

Section 5. **Population.** The current population of the annexed territory is zero (0).

Section 6. **Agreement to Pay Property Taxes.** Pursuant to Wis. Stat. § 66.0217(14), the City of Plymouth does hereby agree to pay annually to the Town of Plymouth, for five (5) years, an amount equal to the property taxes that the Town of Plymouth levied on the herein described annexed territory, as shown by the Tax Roll under Wis. Stat. § 70.65, in the year in which the annexation is final.

Section 7. **Effective Date.** All ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict, and this Ordinance shall be in effect from and after its passage.

Enacted on \_\_\_\_\_, 2025.

#### **CITY OF PLYMOUTH**

By: \_\_\_\_\_  
**DONALD O. POHLMAN**, Mayor

Dated: \_\_\_\_\_, 2025.

#### **CLERK'S CERTIFICATE OF ENACTMENT**

I hereby certify that the foregoing Ordinance was duly enacted by the City of Plymouth Common Council and approved by the Mayor on the dates indicated above.

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
**ANNA VOIGT**, Clerk

This Document Drafted By:  
Attorney Crystal H. Fieber  
HOPP NEUMANN HUMKE LLP  
2124 Kohler Memorial Drive, Suite 310  
Sheboygan, WI 53081  
T: (920) 457-8400  
F: (920) 457-8411

C:\9431\371812.docx

# EXHIBIT "A"

Part of the Southeast 1/4, Section 33, T15N, R21E,  
Town of Plymouth, Sheboygan County, Wisconsin.

CENTER  
SEC. 33  
T15N, R21E

S.T.H. "67"

S89°59'03"E 2133.42'

CITY OF PLYMOUTH  
TOWN OF PLYMOUTH

S.T.H. "67"

E 1/4 COR.  
SEC. 33  
T15N, R21E

N. LINE, SE 1/4, SEC. 33

P.O.B.

HILLWIND ROAD

PARCEL TO BE ANNEXED  
115.42 ACRES

NW. COR.  
LOT. 1, C.S.M.  
V.9, P.278-279

C.T.H. "E"

N0°25'30"W 1316.03'

PARALLEL WITH THE EAST LINE OF  
C.S.M. V.9, P.278-279

S0°45'33"W 668.98'

L1  
LOT. 1  
C.S.M.  
V.6, P.154

SE COR.  
SEC. 33  
T15N, R21E

S. LINE, SE 1/4, SEC. 33

SUMAC ROAD

N89°54'23"W 1519.77'

W. LINE, SE 1/4, SEC. 33

S. COR.  
SEC. 33  
T15N, R21E

Line Table		
Line #	Direction	Length
L1	N89°56'27"W	355.98'
L2	N0°05'37"E	40.00'
L3	S89°54'23"E	113.08'
L4	N89°28'03"W	452.45'
L5	N45°16'27"E	134.95'

## LEGEND



= County Monument



Scale: 1" = 400'



100 South 10th Street  
Oostburg, WI 53070  
920-547-0599

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ENGINEERS • SURVEYORS • DRAFTERS  
[www.cedarcreeksurveying.com](http://www.cedarcreeksurveying.com)

## EXHIBIT "A"

Part of the Southeast 1/4, Section 33, T15N, R21E,  
Town of Plymouth, Sheboygan County, Wisconsin.

### Legal description of property to be annexed:

That part of the Southeast 1/4 of Section 33, T15N, R21E, Town of Plymouth, Sheboygan County, Wisconsin, described as:

BEGINNING at the East 1/4 corner of said Section 33; thence  $S0^{\circ}11'33''W$  1969.66 feet along the East line of said Southeast 1/4; thence  $N89^{\circ}56'27''W$  355.98 feet along the North line of Lot 1, C.S.M. V.6, P.154; thence  $S0^{\circ}45'33''W$  668.98 feet along the West line of said Lot 1; thence  $N89^{\circ}54'23''W$  1519.77 feet along the South line of said Southeast 1/4; thence  $N0^{\circ}05'37''E$  40.00 feet; thence  $S89^{\circ}54'23''E$  113.08 feet along the North right-of-way line of Sumac Road; thence  $N0^{\circ}25'30''W$  1316.03 feet parallel with the East line of Lot 1, C.S.M. V.9, P.278-279; thence  $N89^{\circ}28'03''W$  452.45 feet to the Northwest corner of said Lot 1; thence  $N0^{\circ}31'57''E$  1181.38 feet along the East right-of-way line of C.T.H. "E"; thence  $N45^{\circ}16'27''E$  134.95 along said right-of-way line; thence  $S89^{\circ}59'03''E$  2133.42 feet along the North line of said Southeast 1/4 to the point of beginning.

This parcel contains 5,027,539 square feet, or 115.416 acres.





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**DATE:** October 8, 2025

**TO:** Mayor and Common Council

**FROM:** Tim Blakeslee, City Administrator/Utilities Manager

**RE:** Approve bid for Plymouth Utilities Storage Building with Elite Builders – Tim Blakeslee, City Administrator/Utilities Manager

---

**Background:** For more than five years, Plymouth Utilities has planned for the construction of an indoor storage facility to house utility equipment. Currently, much of the equipment is stored outdoors and exposed to the elements.

The 2023 Budget included \$200,000 in the Utility Capital Improvement Plan to begin the planning, design, and preparation for the Plymouth Utilities Storage Building. In March 2024, the City contracted with Forster Electrical Engineering to prepare and manage a Certificate of Authority (CA) application with the Public Service Commission (PSC).

The 2025 Budget included \$1,700,000 for the project. Due to inflationary impacts, the estimated project cost was revised to \$1,861,450 in February 2025. The PSC approved the CA in May 2025, authorizing the project to move forward.

In August 2025, \$1,861,450 in General Obligation Debt was issued for the project. A Request for Bids was released in September 2025, and the bid opening occurred on October 8, 2025.

**Bid Received:**

- Elite Builders (formerly MK Construction): \$1,604,918.56

While only one bid was received, it is approximately \$96,000 below the original budget and \$256,531 below the updated bonded amount. Elite Builders is a reputable local contractor with relevant project experience.

Note: As this project is funded through general obligation debt, any unspent funds may be reassigned to other eligible capital projects if needed.

The City's engineer, Kapur, has reviewed the bid and provided a recommendation in favor with proceeding with the project (see Attachment).



**Timeline:**

Phase	Description	Status / Anticipated Completion
1	Certificate of Authority	Approved – May 2025
2	Bidding	Complete – October 2025
3	Construction Preparation/Earthwork	Late 2025
4	Facility Construction	2026

**Staff Recommendation:** Approve the bid from Elite Builders in an amount not to exceed \$1,614,918.56 for the construction of the Plymouth Utilities Storage Building.

**Attachment:**

- Engineer's Recommendation
- BID Tab

October 8, 2025

Council Members  
City of Plymouth  
128 Smith Street  
Plymouth, WI 53073

Re: Plymouth Utilities Storage Expansion  
City of Plymouth

Dear Council Members:

Bids were received on October 8, 2025 at 10:00 AM from one (1) Contractor to complete the Plymouth Utilities Storage Expansion project as detailed in the plans and specifications prepared by our office.

The low base bid of \$1,604,918.56, submitted by Elite Builds, Inc., is approximately 14% below the engineer's estimate of \$1,861,565.00 for the project. Elite Builds, Inc. is the same contractor that previously constructed the original Plymouth Utilities Building and are therefore familiar with the project site, have prior experience working with the City of Plymouth, and are capable of completing this project as specified.

Therefore, I recommend that the City of Plymouth award the base bid to Elite Builds, Inc.

I have included a bid tabulation of all bidders and engineers estimate for your records. Should you have any comments or need additional information, please feel free to call me at (414) 751-7200.

Sincerely,

KAPUR

A handwritten signature in black ink, appearing to read "Aaron Groh", is written over the printed name.

Aaron Groh, P.E.  
Associate/Milwaukee Municipal Manager  
Enclosure(s)



Plymouth Utilities Storage Expansion (#9842046)

Owner: City of Plymouth

Solicitor: Kapur

10/08/2025 10:00 AM CDT

				Engineer Estimate		Elite Builds, Inc.	
Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
204.0150	Removing Curb & Gutter	LF	115	\$50.00	\$5,750.00	\$2.12	\$243.80
205.0100	Excavation Common	CY	6500	\$30.00	\$195,000.00	\$4.91	\$31,915.00
205.0100	Excavation Common - EBS - Undistributed (Site)	CY	900	\$30.00	\$27,000.00	\$10.34	\$9,306.00
205.0100	Excavation Common - EBS - Undistributed (Building)	CY	2000	\$30.00	\$60,000.00	\$10.34	\$20,680.00
208.0100	Borrow	CY	2000	\$25.00	\$50,000.00	\$20.12	\$40,240.00
305.0110	Base Aggregate Dense 3/4-Inch (Shoulder Stone)	TON	200	\$18.00	\$3,600.00	\$20.22	\$4,044.00
305.0120	Base Aggregate Dense 1 1/4-Inch	TON	6700	\$18.00	\$120,600.00	\$17.46	\$116,982.00
311.0110	Breaker Run - Undistributed	TON	1800	\$20.00	\$36,000.00	\$22.58	\$40,644.00
415.0080	Concrete Pavement 8-Inch	SY	1050	\$110.00	\$115,500.00	\$80.00	\$84,000.00
460.6223	HMA Pavement Type 3 MT 58-28 S	TON	1560	\$90.00	\$140,400.00	\$87.45	\$136,422.00
460.6224	HMA Pavement Type 4 MT 58-28 S	TON	1040	\$95.00	\$98,800.00	\$87.45	\$90,948.00
522.0518	Culvert Pipe Reinforced Concrete Class V 18-Inch	LF	115	\$115.00	\$13,225.00	\$126.60	\$14,559.00
522.0524	Culvert Pipe Reinforced Concrete Class V 24-Inch	LF	60	\$130.00	\$7,800.00	\$214.12	\$12,847.20
522.1018	Apron Endwalls for Culvert Pipe Reinforced Concrete 18-Inch	EACH	2	\$500.00	\$1,000.00	\$2,508.34	\$5,016.68
522.1024	Apron Endwalls for Culvert Pipe Reinforced Concrete 24-Inch	EACH	2	\$750.00	\$1,500.00	\$2,565.20	\$5,130.40
601.0405	Concrete Curb & Gutter 18-Inch Type A	LF	85	\$35.00	\$2,975.00	\$65.72	\$5,586.20
606.0200	Riprap Medium	CY	15	\$18.00	\$270.00	\$42.40	\$636.00
611.0420	Reconstructing Manholes	EACH	1	\$1,200.00	\$1,200.00	\$6,148.00	\$6,148.00
625.0100	Topsoil	SY	4450	\$7.00	\$31,150.00	\$1.20	\$5,340.00
627.0200	Mulching	SY	1550	\$0.50	\$775.00	\$1.23	\$1,906.50
628.1504	Silt Fence	LF	3210	\$3.50	\$11,235.00	\$4.24	\$13,610.40
628.2021	Erosion Mat Class II Type A	SY	2900	\$7.50	\$21,750.00	\$3.69	\$10,701.00
628.7010	Inlet Protection Type B	EACH	1	\$100.00	\$100.00	\$530.00	\$530.00
628.7015	Inlet Protection Type C	EACH	1	\$100.00	\$100.00	\$530.00	\$530.00
628.7504	Temporary Ditch Checks	LF	40	\$30.00	\$1,200.00	\$12.31	\$492.40
628.7555	Culvert Pipe Checks	EACH	4	\$40.00	\$160.00	\$212.00	\$848.00
628.756	Tracking Pad	EACH	1	\$3,500.00	\$3,500.00	\$1,060.00	\$1,060.00
629.0210	Fertilizer Type B	CWT	3	\$150.00	\$450.00	\$5,724.00	\$17,172.00
630.0140	Seeding Mixture No. 40	LB	165	\$25.00	\$4,125.00	\$104.07	\$17,171.55
643.5000	Traffic Control	LS	1	\$1,500.00	\$1,500.00	\$615.07	\$615.07
645.0220	Geogrid Type SR	SY	2500	\$2.50	\$6,250.00	\$1.78	\$4,450.00
645.0120	Geotextile Fabric Type HR	SY	50	\$2.50	\$125.00	\$19.08	\$954.00
654.0105	Concrete Light Pole Base Type 5	EACH	6	\$1,200.00	\$7,200.00	\$1,855.00	\$11,130.00
652.0210	Conduit Rigid Nonmetallic Schedule 40 1-Inch	LF	1020	\$60.00	\$61,200.00	\$11.08	\$11,301.60
652.0225	Conduit Rigid Nonmetallic Schedule 40 2-Inch	LF	575	\$65.00	\$37,375.00	\$15.64	\$8,993.00
655.0515	Electrical Wire Lighting 10 AWG	LF	4000	\$3.00	\$12,000.00	\$1.17	\$4,680.00
690.0150	Sawing Asphalt	LF	400	\$5.00	\$2,000.00	\$3.07	\$1,228.00
SPV.0101	Polymer Concrete Pull Box 17"x11"x24"D	EACH	2	\$2,000.00	\$4,000.00	\$1,643.00	\$3,286.00
SPV.3306	PVC Sanitary Sewer 6-Inch Lateral (Granular Backfill) Special	LF	515	\$95.00	\$48,925.00	\$61.48	\$31,662.20
SPV.3504	Sanitary Manhole 4-FT Special	EACH	1	\$4,000.00	\$4,000.00	\$6,338.80	\$6,338.80
SPV.3800	Sanitary Manhole Frame and Cover Special	EACH	1	\$700.00	\$700.00	\$948.70	\$948.70
SPV.5106	PVC Storm Sewer 6-Inch Lateral (Granular Backfill) Special	LF	100	\$50.00	\$5,000.00	\$50.88	\$5,088.00
SPV.5108	PVC Storm Sewer 8-Inch Lateral (Granular Backfill) Special	LF	420	\$55.00	\$23,100.00	\$55.12	\$23,150.40
SPV.5110	PVC Storm Sewer 10-Inch Lateral (Granular Backfill) Special	LF	89	\$65.00	\$5,785.00	\$57.24	\$5,094.36
SPV.9000	Inlet Frame and Grate Special	EACH	1	\$1,200.00	\$1,200.00	\$1,187.20	\$1,187.20
SPV.9030	Light Pole & Luminaire	EACH	7	\$5,000.00	\$35,000.00	\$5,353.00	\$37,471.00
SPV.9100	Sign & Signpost	EACH	4	\$350.00	\$1,400.00	\$678.40	\$2,713.60
SPV.9920	6-FT Chain Link Fence w/ Vinyl Slats	LF	1200	\$55.00	\$66,000.00	\$42.45	\$50,940.00
SPV.9930	Industrial Cantilever Slide Gate & Fence w/ Vinyl Slats	EACH	2	\$10,000.00	\$20,000.00	\$25,313.86	\$50,627.72
SPV.9500	Storage Building	LS	1	\$563,640.00	\$563,640.00	\$648,348.78	\$648,348.78
Base Bid Total:					\$1,861,565.00		\$1,604,918.56



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**DATE:** October 8, 2025

**TO:** Mayor and Common Council

**FROM:** Tim Blakeslee, City Administrator Utilities Manager

**RE:** Approval of 2025 Employee Handbook

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**Background:** The City of Plymouth Employee Handbook outlines the city's policies, procedures, and employee benefits. The handbook was last updated in 2013. Since that time, legal requirements have changed, human resources best practices have been updated, standard city practices have evolved, and the 2024 Compensation and Classification study has been completed outlining how employee benefits compare to other organizations. The 2025 Employee Handbook document is attached along with a high-level summary below.

**Finance and Personnel Committee:** The Finance and Personnel Committee met on September 9 and September 30 and unanimously recommended the Common Council approve the 2025 Employee Handbook.

**Highlights:**

**Overall:**

- Various grammatical updates
- Clarification that certain issues are referred to Human Resources for review (HR position did not exist when the handbook was last updated)

**Intro/Chapter 1:**

- Addition of Strategic Plan Mission, Vision, and Values
- Legal update regarding reasonable accommodation

**Chapter 2:**

- Updates to definitions, including minor additions and removals

**Chapter 3:**

- Clarification that the Council approves positions in the organizational chart as part of the City Budget process
- Clarification that the Council approves the wage resolution
- Updates related to Human Resources coordination
- Clarification that Clerk and Treasurer are separate positions

**Chapter 4:**

- Clarification on organizational chart approval process and defining positions
- Updates to the definition of employees
- Addition of paid-per-call employees

- Clarification that the City Administrator authorizes filling vacancies unless otherwise outlined in code
- Removal of outdated language stating the Council approves all position hiring

#### **Chapter 5:**

- Updates reflecting wage resolution/salary schedule changes from the Compensation and Classification Study
- City Administrator will propose changes to Council during/outside the budget cycle and as needed

#### **Chapter 6:**

- Clarification that department heads set employee scheduled hours (40 per week) with approval from the City Administrator/Utilities Manager
- Removal of summer hours (made permanent in 2023)
- Clarification that Utility Standby applies to all utility departments, continuing phase-in with water and wastewater in 2026
- Legal clean-up on lunch/break rules and paid vs. unpaid breaks
- Clarification that overtime should be approved in advance “if feasible,” recognizing emergency situations

#### **Chapter 7:**

- Updates to recruitment language to reflect current practices
- Highlighting use of electronic application forms
- Clarification that relocation support for department head positions may be approved by Council (removing specific lists)

#### **Chapter 8:**

- Minor legal updates

#### **Chapter 9:**

- Clarified that two weeks’ notice is required for vacation payout
- Removal of section related to employees hired prior to 1983
- Vacation payout and sick leave sections consolidated here
- Clarification on vacation payout schedule and when hours are credited for payout

#### **Chapter 10:**

- Section moved; Human Resources will conduct exit interviews as needed

#### **Chapter 11:**

- Updated to reflect the performance evaluation process adopted in 2024

#### **Chapter 12:**

- Grievance procedure unchanged

#### **Chapter 13:**

- Human Resources responsible for personnel files
- Must comply with Chapter 3 of the municipal code

#### **Chapter 14:**

- Minor updates to reflect current practices

- Removal of requirement that optional training “shall” be included in the budget
- Human Resources to conduct employee orientation

#### **Chapter 15:**

- Addition that City employees are subject to City Code Section 2-5-9, Hiring of Relatives

#### **Chapter 16:**

- Addition that No Call/No Show is grounds for disciplinary action

#### **Chapter 17:**

- Employee vacation schedule updated to align with the newly approved union schedule, following the Compensation and Classification Study recommendation
- Includes prorated vacation for newly hired staff
- Minor legal updates
- Credit for years of service may be granted to certain new hires
- Removal of language encouraging employees to take a full week off annually
- Clarification on vacation approval process, doctor’s notes, floating holidays, jury duty, and related items

#### **Chapter 18:**

- Clarification that employees on leave of absence do not receive holiday pay
- Updates on approval process for unpaid leave

#### **Chapter 19:**

- Clarification that personal use of city phones is prohibited
- Clarification that use of city property for non-city purposes is prohibited
- Removal of requirement for general wellness physicals for new employees
- Updated residency requirement language (aligning to recent code change)
- Switch to per diem meal reimbursement system for conferences based on GSA guidelines
- Clarifications on approved air travel, in-state hotel stays, rideshare, and parking

#### **Chapter 20:**

- Minor legal updates
- Clarification that health and other insurance begins 30 days after employment
- Legal updates on HSAs
- Removal of clothing allowance (addressed in budget)

#### **Chapter 21:**

- New chapter specifying where Police Lieutenants follow union contract vs. handbook

#### **Chapter 22:**

- Section moved; expanded information on EAP contact

#### **Chapter 23/24:**

- Sections moved, no changes

#### **Appendices:**

- Provided by CVMIC, updated with latest versions
- Addition of recently adopted policies

**Recommendation:** Move to approve the 2025 Employee Handbook as presented.

**Attachments:**

- 2025 Employee Handbook



# CITY OF PLYMOUTH

## Personnel Manual

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2025







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## **Dear Employees:**

The most important resource to the City of Plymouth is its employees.

The city has prepared this handbook to help you understand the city's policies and procedures. It also explains some of the benefits that you receive as an employee. For more detailed explanation please refer to our various safety rules and policy handbooks as well as our health insurance plan document.

This Personnel Policy Manual is applicable to all employees of the City of Plymouth, whether full-time, part-time, temporary, seasonal, and sworn or non-sworn personnel. Where there is a conflict between the Personnel Policy Manual and any labor agreement or Wisconsin State Statutes, the labor agreement or Wisconsin State Statute will prevail. These rules, regulations, and procedures shall be applicable to all positions in City service.

If you have questions about anything contained in this Personnel Policy Manual, or need clarification about a specific situation, talk to your Department Head. If your Department Head is unable to answer your question with satisfaction, clarification will be obtained for you from the City Administrator/Utilities Manager or Human Resources.

From time to time the City will make changes in the policies and procedures set forth in this handbook.

Timothy Blakeslee  
City Administrator/Utilities Manager

Approved by Common Council:



## VISION, MISSION, VALUES

### 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.

### 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.



## CHAPTER 1

### GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

The City expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, customers, and residents. The City expects employees to comply with all applicable Common Council policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

The City expects employees to comply with the standards of conduct set out in Common Council policies, this *Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as City employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

The following delineation of employment practices is for informational purposes only and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Common Council policies, work rules, job descriptions, terms of this *Handbook* and legal obligations. None of the statements, policies, procedures, rules or regulations contained in this Handbook constitutes a guarantee of any other rights or benefit, or a contract of employment, express or implied. Employment with the City is "at will" except for protective service employees.

The provisions set forth in this Handbook may be altered, modified, changed or eliminated at any time by the Common Council with or without notice. This Handbook supersedes any and all previous handbooks, statements, contracts, policies, procedures, rules or regulations given to employees, whether verbal or written.

### PURPOSE AND SCOPE

- 1.01 PURPOSE: This Handbook documents an orderly system of personnel administration that has been developed to meet the organizational needs of the City of Plymouth and the employment needs of its personnel. The system set forth herein shall be consistent with the following merit principles:
- A. Recruitment, selection, placement and advancement of employees shall be based upon their relative ability, knowledge and skills.
  - B. Recognition shall be made of employee performance which exceeds a level of full competency.
  - C. Marginal and/or substandard employee performance shall be discouraged and corrective action taken to ensure its discontinuation.



D. Fair treatment of job applicants and employees in all aspects of personnel administration shall be provided and shall be based solely upon a consideration of merit factors except where physical requirements constitute a bona fide occupational qualification.

1.02 EQUAL OPPORTUNITY: It is the policy of the City that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, gender, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the City. A reasonable accommodation is any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified person with a disability to enjoy an equal employment opportunity.

See Appendix D for ADA policy.

1.03 FAIR LABOR STANDARDS ACT  
Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA]. Notification of rights under the FLSA is posted in each building and is also available with Human Resources. See <http://www.dol.gov/whd/flsa/>

1.04 POLITICAL ACTIVITY: Every employee will have the right to freely express their views as a citizen and to cast their vote. Political activity is prohibited during employee's work hours.

Coercion for political purposes of and by employees of federally aided programs and use of their positions for political purposes shall be prohibited. Individuals whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended, 5 U.S.C. 1501-1508.



1.05 EMPLOYEES COVERED: Unless excluded from coverage in one of the categories listed and described below, all employees of the City of Plymouth shall be governed by the provisions contained herein.

A. EXCLUSIONS: In addition to persons represented by collective bargaining units, persons in other employment or quasi-employment positions within the City organization may also be excluded from one or more of the provisions set forth herein. Persons serving in the following capacities shall be excluded from these provisions.

1. Members of the City of Plymouth Common Council.
2. Members of committees, board or commissions who are not City employees.
3. Independent contractors.
4. Volunteers.
5. Persons providing services on a per diem basis.
6. Work relief participants.
7. Employees of another unit of government or agency providing services within City facilities.
8. Consultants.
9. Students engaged in field training.

1.06 EXCEPTIONS: The Common Council may make exceptions to any of these standards (e.g. emergency employment situations where specific federal or other funding requirements must be met) if it is assured that granting such exceptions is not detrimental to the system or in conflict with Wisconsin Statutes or federal laws or regulations.



## CHAPTER 2

### DEFINITIONS

- 2.01 ANNIVERSARY DATE: The date an employee begins City employment (as may be modified by personnel actions, i.e. re-hired for seasonal position).
- 2.02 COMPANY REFERENCE: The City of Plymouth covers employees at the City along with the Utilities.
- 2.03 DEMOTION: The assignment of an employee from one position to another position with a lower pay range.
- 2.04 DEPARTMENT HEAD: A City official with the responsibility for the operation of a city department.
- 2.05 DESIGNEE: A department head or manager.
- 2.06 DISCIPLINARY ACTION: The action taken to discipline an employee, including any action from a verbal reprimand, written reprimand, suspension with pay, suspension without pay, demotion, up to and including discharge.
- 2.07 EMERGENCY APPOINTMENTS: An appointment which may be made in case of unforeseen emergency and when necessary to prevent impairment of City service.
- 2.08 EMPLOYEE: An individual who is legally employed by the city and is paid in part or in whole through the city payroll.
- 2.09 GRIEVANCE: A grievance is a formal written complaint of a regular City employee regarding workplace safety, discipline or termination.
- 2.10 JOB DESCRIPTION: A written description of all the major duties and responsibilities of a specific position.
- 2.11 LAYOFF: The involuntary separation of an employee because of reasons unrelated to an employee's performance.
- 2.12 LIMITED TERM EMPLOYEE: A person who has been hired by the City to perform a certain job for a limited period of time. Employees so hired are not entitled to the normal benefits afforded to regular employees.
- 2.13 PAID PER CALL: The method of payment for individuals in the fire department when they participate in training or respond to calls from dispatch for an incident or emergency.



- 2.14 POSITION: A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full-time or part-time, permanent or temporary, exempt or non-exempt.
- 2.15 PROMOTION: The assignment of an employee from one position to another position with a higher pay range.
- 2.16 PROTECTIVE SERVICE EMPLOYEE: An employee of the fire or police department that come under the authority of the Police and Fire Commission pursuant to Wisconsin State Statute § 62.13.
- 2.17 REGULAR EMPLOYEE: An employee appointed to a regular full or part-time position that has completed the orientation period for the position.
- 2.18 SELECTION DEVICE: A formal measurement device used to evaluate and/or rank applicants for City positions.
- 2.19 SUPERVISOR: The person responsible for the assignment, direction and the work of another employee, usually a full-time City employee.
- 2.20 START DATE: The first day a new hire starts employment.
- 2.21 TEMPORARY EMPLOYEE: An employee who fills a position for a short period of time, not to exceed one (1) year.
- 2.22 TERMINATION: The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement, or death.
- 2.23 TRANSFER: The assignment of an employee from one position to another position in the city.
- 2.24 UNSCHEDULED LEAVE/ABSENCE: Unscheduled time off that is unapproved in advance by the Department Head or designee.
- 2.25 WAGE RESOLUTION: A schedule of pay for all positions in the City/Utility.
- 2.26 WORK WEEK: A work week shall be defined as seven consecutive days beginning with Sunday (Sunday through Saturday).





## CHAPTER 3

### ORGANIZATION AND ADMINISTRATION

3.01 PURPOSE: This chapter sets forth the delineation of authority and responsibilities in the administration of the City of Plymouth personnel system and program. Effective and efficient delivery of City services requires appropriate organization and assignment of responsibilities.

3.02 DELINEATION OF AUTHORITY AND RESPONSIBILITIES:

A. CITY OF PLYMOUTH COMMON COUNCIL: The Plymouth Common Council shall:

1. Act to approve the Departmental Tables of Organization as set forth in the adopted version of the annual City budget.
2. Confirm department head appointments and terminations made by the City Administrator/Utilities Manager.
3. Approve the wage resolution for non-represented employees and all labor agreements.
4. Review and approve City personnel policies.
5. Delegate such duties and responsibilities as necessary to the City Administrator/Utilities Manager and/or other administrative staff.

B. CITY ADMINISTRATOR/UTILITIES MANAGER: The City Administrator/Utilities Manager shall:

1. Be responsible for the administrative direction and coordination of all employees of the City according to established organizational procedures.
2. Appoint, promote, discipline, and remove management personnel and department heads (department heads subject to confirmation of the Common Council) and all non-statutory employees subject to consultation with department heads and/or direct supervisors when appropriate. Certain positions such as the City Clerk and City Treasurer are appointed directly by the Common Council per ordinance. Sworn officers are appointed by the Police & Fire Commission and the Library Director is appointed by the Library Board.



3. In coordination with Human Resources, report to the Finance & Personnel Committee and Mayor and Common Council regarding Human Resource issues.
4. Oversee the confidential management of personnel records and coordinates the city and utilities performance and pay plans.
5. Recommend salary and wage scales for City employees not covered by collective bargaining agreements consistent with budget goals and policy of the Common Council.
6. Develop and enforce high standards of performance for City employees.
7. Work with department heads to promptly resolve personnel problems and grievances.
8. Coordinate labor negotiations, related labor issues, and grievance processes according to adopted policy.
9. Work with department heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills provided that funds have been budgeted for in the annual budget.
10. Perform other related duties as assigned by the Common Council.
11. Delegate appropriate authority to subordinate supervisory personnel.

C. DEPARTMENT HEADS: Department heads shall:

1. Enforce the personnel policies, rules and regulations in their respective departments.
2. Keep employees informed of current personnel policies.
3. Conduct first step grievance procedures.
4. Immediately notify the City Administrator/Utilities Manager and Human Resources of any proposed changes in personnel and participate in selection of replacements.
5. Cooperate with Human Resources in developing employee orientation and in-service training programs.



6. Administer discipline and delegate such authority to supervisory personnel as appropriate.
  7. Promote, transfer or remove employees from positions subject to approval of the City Administrator/Utilities Manager.
  8. Delegate appropriate authority to subordinate supervisory personnel.
- D. SUPERVISORY PERSONNEL: To the extent that department heads delegate authority to them, supervisors may:
1. Implement the personnel policies, rules and regulations in their unit.
  2. Participate in the selection of new employees.
  3. Administer discipline to employees.



## CHAPTER 4

### POSITION ADMINISTRATION

- 4.01 PURPOSE: This chapter sets forth the policies governing the creation, abolition, classification, and funding of positions within the City organization and delineation of administrative responsibilities therein.
- 4.02 ORGANIZATION CHART: The City Administrator/Utilities Manager shall maintain an organization chart setting forth functional relationship of positions within the City organizational structure. The City Administrator/Utilities Manager shall present the organization chart to the Common Council for approval on an annual basis as part of the annual budget process. The organization chart will include an authorized position count. An authorized position count shall identify the title and status of each classified position.
- 4.03 POSITION CREATION/ABOLITION: The Common Council shall add to or delete from the authorized position count of classified positions set forth in the annual City budget. Any justification for each requested new position shall contain the position title, its proposed classification, the rationale for its creation, and all anticipated salary, fringe benefit and other related costs. The Common Council shall consider the recommendation of the City Administrator/Utilities Manager, the requesting department head (if applicable), and the Finance & Personnel Committee prior to acting upon any such request. The Common Council may abolish positions at any time but shall consider the recommendation of the City Administrator/Utilities Manager and the affected department head prior to acting.
- 4.04 POSITION CLASSIFICATION: Exempt and non-exempt positions within the City organization shall be defined according to one of the basic categories as determined by the City Administrator/Utilities Manager. All position categories, wherever used throughout this manual are intended to apply to the status of the position and not to that of the incumbent. The basic categories are defined as follows:
- A. REGULAR FULL-TIME: Any position created to exist for an indefinite time period having a regular work schedule equaling 75% percent or more of 2080 hours in a given year shall be considered full-time. (For purposes of calculating benefits, 2080 hours as a base shall be used.) Police Lieutenants work schedule is a 6 on/3 off schedule for a total of 2068 hours in a given year. (see Chapter 21-Police Lieutenants). These employees are benefit eligible.
  - B. REGULAR PART-TIME: Any position created to exist for an indefinite time period having a regular or irregular work schedule of hours annually averaging less than the full-time schedule of the employing department. These employees are eligible for certain benefits (vacation, sick, holiday) on a pro-rated basis.



- C. PAID PER CALL: Fire department individuals that are paid when they show up for training, dispatched to an incident or emergencies. These individuals are NOT benefit eligible.
- D. LIMITED TERM: Any position having a fixed or limited term of duration. These employees are NOT benefit eligible.

4.05 FILLING VACANCIES: The City Administrator/Utilities Manager shall be empowered to authorize or deny the filling of positions as they become vacant.

4.06 JOB DESCRIPTIONS: The City Administrator/Utilities Manager or Human Resources shall oversee the development and modification of job descriptions for all positions within the City organization. Department heads may modify job descriptions or job titles subject to the approval of the City Administrator/Utilities Manager or Human Resources.



## CHAPTER 5

### SALARY SCHEDULE

5.01 PURPOSE: This chapter sets forth the basis of authority and the delineation of responsibilities in the City's Salary Schedule.

5.02 SALARY SCHEDULE: The salary schedule covers all positions not covered by a collective bargaining agreement, library board, professional services agreement, or grant agreement. The principal objectives of the schedule is the following:

To provide a competitive salary structure and practice in order to enhance the recruitment and retention of a fully competent work force.

To provide a high level of internal equity in salary administration in order to foster the purpose of rewarding and encouraging job performance of a superior or exceptional quality.

- A. POLICY: The City of Plymouth Common Council, based upon the recommendation of the Finance & Personnel Committee and City Administrator/Utilities Manager, shall establish the general policy governing the administration of the salary schedule during the budget process, establish annually a pool of funds to be used for salary adjustment purposes.
- B. ADMINISTRATION: The City Administrator/Utilities Manager and/or Human Resources shall oversee the day-to-day administration of the wage resolution, implement the salary adjustments set forth in the salary schedule, and shall maintain compliance with the established rules and procedures. They shall also be responsible for preparing recommendations and cost analyses relative to any revisions to the schedule.
- C. SALARY RANGE ASSIGNMENT: Annual salary and/or salary ranges shall be assigned to individual positions, on an annual basis, by the Common Council through an annual wage resolution. The wage resolution may be based upon the results of a comparative salary analysis or cost of living adjustment (COLA).
- D. RE-EVALUATIONS: Human Resources shall be responsible for keeping the job descriptions current. They will work with the City Administrator/Utilities Manager when recommending pay grade changes to Common Council. Re-evaluation of job descriptions may be requested by position incumbents, their department heads, Human Resources or the City Administrator/Utilities Manager. The City Administrator/Utilities Manager or Human Resources shall advise the requesting party of the determination of their request.



- E. INITIAL SALARY ASSIGNMENT: Upon hire, an employee shall be advised, in writing, as to their beginning salary. The beginning salary shall be within the approved salary or salary range established for the position. Human Resources will work closely with the department head and City Administrator/Utilities Manager to establish the pay rate.
- F. STEP ADJUSTMENTS: Employees may be eligible to receive a salary step adjustment for their position at designated intervals or promotion date based on the funds available under the adopted budget and salary schedule. Any such adjustment may be withheld when performance shortcomings or other compelling circumstances warrant.
- G. ANNUAL SALARY REVIEW AND ADJUSTMENT: Following the annual revision of the salary schedule, the Common Council may grant salary adjustments to employees in accordance with the rules established in the salary schedule. In so doing, the Common Council shall take into consideration the recommendation of the City Administrator/Utilities Manager, Human Resources, and/or department head regarding the demonstrated job performance of the employee.
- H. SPECIAL ADJUSTMENTS: On an exceptional basis, the Common Council, based upon the recommendations of the City Administrator/Utilities Manager and/or Human Resources, may authorize special salary adjustments for individual employees for the purposes of enhancing internal equity or effectively responding to current labor market conditions requiring immediate action.
- I. OTHER ADJUSTMENTS: The following personnel actions may require a salary adjustment for an affected employee:
  - 1. TRANSFER: When an employee is transferred from one department to another having the same job content, the salary rate in effect for the employee prior to the transfer shall remain in effect.
  - 2. PROMOTION: When an employee is promoted to a position having a higher job content, they shall be eligible for a salary adjustment upon promotion. The terms and conditions, and amounts of any such adjustment shall be approved by the City Administrator/Utilities Manager and shall be offered to, and accepted by, the employee, in writing, prior to the date of promotion.
  - 3. DEMOTION: When an employee is demoted to a position having a lower job content, they shall receive compensation consistent with that job classification.
  - 4. COMPENSATION DURING TEMPORARY ASSIGNMENT: An employee who is temporarily assigned a position for a period of time may be paid at



a higher rate if deemed appropriate by the City Administrator/Utilities Manager and, where necessary, approved by the Common Council.

- 5.03 PROFESSIONAL SERVICE AGREEMENTS: Upon approval of the Common Council, the City Administrator/Utilities Manager shall have authority to execute professional service agreements with individuals who provide services of a professional nature to the City or any of its departments. Such agreements differ in terms of salary practices and benefit levels from those provided to individuals covered under the wage resolution.





## CHAPTER 6

### SCHEDULED HOURS AND OVERTIME

6.01 PURPOSE: This chapter sets forth the policies and practices governing the establishment of work schedules, the scheduling of overtime, and forms of overtime compensation.

6.02 SCHEDULED HOURS: The scheduled hours for each full-time position shall generally be forty (40) hours per week in accordance with department policy. Staff working hours are designated by the department head with approval by City Administrator/Utilities Manager.

Part-time employees shall work a normal schedule of hours averaging less than those established for full-time positions within the department.

Temporary variations in daily or weekly work schedules may be authorized by the City Administrator/Utilities Manager in the case of department heads, and by the department head in response to department needs. Department heads, at their direction, may authorize temporary variations in work schedules for employees in order to accommodate employee needs or to eliminate or reduce overtime. Any such variations shall be in accordance with the Fair Labor Standards Act. Where applicable, department heads and salaried persons in executive, administrative and professional positions may be allowed to work a flexible schedule of hours in order to accommodate fluctuations in their work loads. Such scheduling shall be subject to the approval of the City Administrator/Utilities Manager in the case of department heads and by the department head in the case of subordinate positions.

6.03 UNSCHEDULED ROTATION: All full-time Plymouth Utilities' employees who shall be required by the City Administrator/Utilities Manager or designee to provide unscheduled duty on a rotating basis shall receive the following compensation.

A. CALL IN-TIME: Employees who shall be called into work, other than at the regularly scheduled starting time, shall be entitled to at least two (2) hours work or pay, regardless of the length of time less than two (2) hours which they may have worked at the overtime rate applicable. However, such overtime rate shall only be applicable if the employee is working over 40 hours during the scheduled week. Call time shall commence as of the time the employee reports on the job. If the emergency call takes less than two (2) hours, the employee may be recalled within the two (2) hours of the first notification and this shall be considered as one call time. An employee call-in can be required to work the full two (2) hours.



B. UTILITY STAND-BY: Stand-by pay of five (5) hours at the Employee's regular rate of pay shall be paid an employee per twenty-four (24) hour period of stand-by. Employees on stand-by will be paid one (1) hour for the period of time from the end of the employee's normal shift until 12:00 midnight and one (1) hour from 12:00 midnight to the beginning of the employee's normal shift. Stand-by pay will be on a rotation basis among qualified employees. Within the electric, sewer and water department, the rotation schedule will be on a weekly basis. Employees performing stand-by duty will be provided with a cellular phone. The assigned employee may exchange a portion of the stand-by period with another qualified employee. Should the need arise, the assigned employee remains responsible for securing stand-by coverage, informing the supervisor of the change and reporting how the hours of pay are to be split. The Electrical Operations Manager will determine the qualified employees for the electric department stand-by and the Director of Public Works/City Engineer will determine qualified employees for the sewer/water department stand-by when applicable.

6.04 LUNCH PERIODS AND BREAKS: The precise timing of the breaks and the lunch periods are at the discretion of the Department Head or other supervisory staff. If your break is less than 30 consecutive minutes long, it is counted as work time and must be paid by your employer. If you are relieved of your work duties and your break or lunch is 30 consecutive minutes, you are not paid for your break or lunch.

6.05 OVERTIME: Overtime is defined as time compensated in excess of forty (40) hours in a given work week. A typical work week shall be considered Sunday through Saturday. If feasible, all overtime shall be approved in advance by the employee's immediate supervisor. It is the responsibility of the department head and first line supervisor to assign overtime work only when emergencies or other compelling additional work cannot be accommodated through the reassignment of work priorities or through the rescheduling of hours within the same work week. Eligibility for overtime compensation shall be determined by individual department supervisors and in accordance with the Fair Labor Standards Act. As a general rule, department heads and salaried persons in executive, administrative, or professional positions shall be ineligible for any form of additional monetary compensation for overtime hours worked but may be allowed to vary their work schedules in accordance with Section 6.02 above. Exceptions to this general rule may be made by the City Administrator/Utilities Manager

Hourly employees shall be eligible for overtime pay at the rate of time and one-half their regular rate of pay for all hours compensated in excess of forty (40) hours in a given work week.

6.06 COMPENSATORY TIME: The accrual and use of compensatory time is approved at the discretion of the City Administrator/Utilities Manager or



designee, or department head. Compensatory time shall be capped to no more than a total of 42 hours (28 hours worked at time and a half) per calendar year and must be used during the same calendar year. Compensatory time is elected by the employee in lieu of overtime pay. Compensatory time shall accrue at time and a half. A flexible schedule is allowed based on department head approval as long as department workloads are not negatively impacted. Flex hours earned under section 6.02 and used within the same period does not count toward the compensatory time. In departments with small staff, the City Administrator/Utilities Manager may approve additional compensatory time if it is advantageous to the City of Plymouth.

- 6.07 MUTUAL AID: The electric department will follow the mutual aid policy that is approved by the common council.



## CHAPTER 7

### RECRUITMENT AND SELECTION

- 7.01 PURPOSE: This chapter sets forth the policy and practices of the City of Plymouth governing the recruitment and selection of persons for placement in employment positions.
- 7.02 POLICY: It is the policy of the City of Plymouth to recruit and select the most qualified person(s) for positions in city services in accordance with the City's Equal Employment Opportunity Policy. Promotional and internal transfer opportunities for existing personnel shall be actively encouraged. Accordingly, current employees may be given preferential consideration in the filling of vacant positions whenever such employees are found to be equally qualified as other candidates as determined by the City.
- 7.03 IMMIGRATION LAW COMPLIANCE: The City is committed to employing only individuals who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law.
- 7.04 RECRUITMENT: The City Administrator/Utilities Manager and/or Human Resources shall coordinate and supervise the recruitment of candidates for all City positions for which no immediate internal promotion or transfer is authorized. The recruitment program shall be designed to meet the current and projected personnel needs of the City, tailored to the position to be filled, and directed to sources likely to yield qualified applicants. The hiring of protected services employees will follow the selection process of the Police and Fire Commission bylaws.
- A. VACANCY ANNOUNCEMENTS: All vacancies, for which recruitment has been authorized, shall be publicly announced via posting on the City website, and other appropriate places as determined by the Department Head and/or Human Resources. All vacancy announcements shall include the position title, department, essential functions of the position and salary rate or range (unless under review) or conditions.
- B. PAID ADVERTISEMENTS: The City Administrator/Utilities Manager or designee may authorize newspaper and other media advertisements. For a limited number of positions requiring a level of skill and experience not readily found locally, the City Administrator/Utilities Manager may authorize use of statewide publications and professional journals/websites.
- C. APPLICATION FORM: The city prefers to use an electronic application such as NeoGov to manage the application and hiring process. Alternatively, paper applications are available upon request. All applications for employment shall be



made on forms prescribed by Human Resources and shall meet state and federal requirements. Applicants may be required to provide verification of application statements made.

- D. REJECTION OF APPLICATION: The City Administrator/Utilities Manager and/or Human Resources may reject any applicant for employment. The basis may include but is not limited to the following criteria:
1. Improperly completed or falsified the application.
  2. Has been convicted of a crime the circumstances of which are substantially related to the duties of the position. (Determination of this basis shall be contingent upon the nature of the offense, date of occurrence, eligibility for surety bond, if required, duties of the position and other legally relevant considerations).
  3. Does not meet or will not meet at the time of placement the required minimum age for the position.
  4. Has an unsatisfactory record of prior employment.
  5. Applies after the published deadline for application submission.
  6. Is a member of an organization which advocates the violent overthrow of the government of the United States.
  7. Is physically or mentally unable to perform the essential duties of the position, and such inability cannot be reasonably accommodated by the city.
  8. Does not meet the minimum skill or experience requirements of the position.
  9. Does not pass the required post-offer drug screen evaluation.
- E. NOTICE OF REJECTION: Whenever an applicant has applied for a current vacancy and is rejected, notice of such rejection shall be promptly sent to the applicant.
- F. INTERVIEWS: Only the most qualified applicants will be selected for interviews and final consideration, as determined by the hiring manager and/or Human Resources. The city is not required to select any specific number of most qualified applicants for interviews or final consideration.



- G. INTERVIEW EXPENSE: Applicants who are called into interview will normally do so at their expense. The City may elect to reimburse an applicant for all or part of reasonable expenses incurred in conjunction with interviews including travel, meals and overnight accommodations. Payment for such expenses must be approved in advance by the City Administrator/Utilities Manager.

7.05 SELECTION: The selection process shall assess skills, knowledge and abilities necessary for job performance, and career potential which shall maximize reliability, objectivity, and validity.

- A. SELECTION DEVICES: The City Administrator/Utilities Manager and Human Resources shall be responsible for determining methods to be used to screen applicants for job vacancies. In developing the selection devices, they shall confer with department heads, consultants, and others familiar with the knowledge, skills and abilities required and devices to best measure these factors. Such methods or devices may include, but need not be limited to, one or more of the following:

1. Review of education, training and experience as shown on the application.
2. Practical written or oral tests, work samples or performance test if job related.
3. Physical tests of strength, stamina or dexterity and pre-employment health examination when job related.
4. Background and reference inquiries.
5. Psychological Testing.
6. Personal interviews.
7. Drug screening for new employment.

- B. CONFIDENTIALITY: All persons participating in the development and maintenance of selection materials shall exercise every precaution to ensure the highest level of confidentiality and security. Only the City Administrator/Utilities Manager, Human Resources or designee shall handle confidential selection materials.

7.06 REIMBURSEMENT OF RELOCATION EXPENSES: The City may participate in the cost of moving newly appointed department heads (based on budget availability) to the City of Plymouth upon approval of the Common Council.

This policy may be extended to other positions upon the recommendation of the City Administrator/Utilities Manager and the approval of the Common Council.



The extent of the City's participation in such costs shall be determined by the City Administrator/Utilities Manager and approved by the Common Council on a case-by-case basis, but shall not exceed the cost of packing, moving and unpacking the furniture, appliances and personal effects of the employee and his or her family.

The City recognizes that a department head may incur additional housing expenses when they begin employment before the moving of household furnishings and the family to Plymouth. The City Administrator/Utilities Manager is, therefore, authorized to approve payment for the temporary quarters under such circumstances for a period not to exceed four weeks and in an amount not to exceed \$500 per week.

#### 7.07 LIMITED TERM APPOINTMENTS:

- A. EMERGENCY APPOINTMENT: Whenever there is a need to fill a vacancy, the City Administrator/Utilities Manager may authorize filling the vacancy on a temporary basis by emergency appointment until proper recruitment can take place. Such employees shall not be eligible to accrue City fringe benefits, including paid time off.
- B. TEMPORARY APPOINTMENT: The City Administrator/Utilities Manager may authorize the appointment of a qualified individual on a temporary basis when the need exists. All departments shall coordinate their temporary manpower needs through the City Administrator/Utilities Manager and/or Human Resources. The following points shall be followed when temporary manpower is needed:
  - 1. The department in need must have sufficient money budgeted to cover the cost of the temporary employee over the anticipated period of need.
  - 2. Notice of assistance shall be made to the City Administrator/Utilities Manager as soon as possible but no later than 24 hours prior to the date needed.
  - 3. All screening and placement of temporary employees will be done by the City Administrator/Utilities Manager and/or Human Resources and the related department. Should the person sent not work out, for any reason, a replacement will be provided upon request.

#### 7.08 ORIENTATION PERIOD:

- A. NEW EMPLOYEES: All newly hired employees shall participate for the first twelve (12) months of their employment in an Orientation or Probation Period.





## CHAPTER 8

### EMPLOYMENT CONVERSION TO PART-TIME STATUS AND LAYOFF

- 8.01 PURPOSE: The purpose of this chapter is to set forth the policies and practices regarding employment conversion to part-time status and layoff.
- 8.02 CONVERSION TO PART-TIME STATUS: Employees in full-time positions, who convert to part-time status, shall retain paid time off benefits previously earned, but may not continue to receive all previously provided benefits, per the fringe benefit policy for part-time employees.
- 8.03 LAYOFF: The City recognizes that at times it may be necessary to reduce the number of staff employed by the city. In the event that the City, in its sole discretion, determines that it is necessary to reduce the number of staff, the following procedure will be utilized.

The city will consider an employee's qualifications for remaining positions, past performance, prior discipline and length of service with the city. Although the employee's length of service will be considered, it will not be the deciding factor in any decision regarding who will be laid off. Employees who are laid off do not have any right to bump another employee who has not been selected for layoff by the City.

An employee who is laid off will retain original date of hire for purposes of determining wages should the employee be rehired by the City within a period of one (1) year from the date of layoff; however, the time spent on layoff shall not be counted towards years of service in the City.

An employee who has been laid off by the City may apply for any open position for which they are qualified, but they do not have any right to be recalled to a position.

As determined by the City Administrator/Utilities Manager, work week reduction may be imposed in lieu of layoff.

Employees laid off shall be eligible for continuation (COBRA) of their participation in the group health insurance programs in accordance with state and federal laws provided that they submit a written request to the City's third-party administrator (TPA), and pay the full premium for such coverage starting the first month following the month in which the layoff occurs. Employee premium payments shall be made on a monthly basis. Failure to pay premium will result in group health insurance program cancellation.

Laid off employees shall not accrue paid time off credits during any full month of layoff, but shall retain all past paid time off accumulations for possible use following reemployment with the City, if any, and shall retain seniority for paid time off calculation purposes in the event the employee is rehired by the City.





Laid off employees may continue on the payroll beyond the date of layoff until all paid time off and floating holidays benefits are exhausted.

Laid off employees who have not been reemployed by the City within the employee's lay off period (e.g., one (1) year from the date of layoff or the length of their service, whichever is less) shall be considered to be terminated from City employment. Any remaining accrued paid time off will be paid out at the time the person's employment is terminated.

Persons assigned to reduce work weeks in lieu of layoff shall have their salaries and benefits eligibility administered on a prorated basis effective from the date of work week reduction.



## CHAPTER 9

### EMPLOYMENT TERMINATION

9.01 PURPOSE: The purpose of this chapter is to set forth policies governing employment termination for employees other than protective services employees that come under the authority of the Police and Fire commission pursuant to Wisconsin State Statute 62.13.

9.02 NOTIFICATION: Employees planning to voluntarily terminate their employment with the City of Plymouth are requested to notify their department head as far in advance as possible, and at least two (2) weeks' notice prior to their last day on the job is appreciated. Department Heads and others holding top administrative positions are requested to provide an advance notice of one (1) month. Once a resignation has been submitted, it cannot be withdrawn except upon mutual agreement by the employee and the City Administrator/Utilities Manager. Human Resources will inform IT of any terminations.

Employees who provide the minimum requested notice of resignation, may be eligible for certain benefit payout provisions. Employees who do not provide the requested minimum notice of resignation will not receive their pay out of unused vacation. Persons dismissed or involuntarily terminated from employment shall not normally receive advance notice of termination. Terminated employees shall turn in all keys and other City property in their possession to their supervisor or other designated personnel as directed. Failure to do so shall result in the withholding of benefit payout provisions (if any) from the employee along with the cost of the city property deducted from their final pay check.

9.03 RETIREMENT or RESIGNATION: After a minimum of six (6) months of employment, employees voluntarily terminating or retiring from their employment and who provide proper notice in accordance with 9.02 above shall be eligible for a payout of vacation benefits accumulated up to the employee's last day on the job. Such payments shall be made at a rate of pay in effect as of the employee's last day of work. Payouts for vacation shall not exceed the number of days available in the current year from the previous year of service and the number of days accrued year to date.

#### A. PAYOUT FOR VACATION:

1. For employees that worked a year before receiving vacation and retire or resign, they shall receive payment for their current balance of accrued vacation plus the vacation earned but not yet received for the last year of employment. The vacation earned but not yet received will be calculated based on how many days you worked in a month. If you leave employment prior to the 15<sup>th</sup> of the month, you will not receive credit for the full month. If you leave employment on or after the 16<sup>th</sup>, you will receive credit for the month.



2. For employees that received vacation up front at start date, they will receive a pro-rated portion of vacation based on when they retire or resign. If the employee used more vacation than allowed in the pro-ration, the overpayment amount will be deducted from the employee's final paycheck. Pro-rated vacation will be calculated based on how many days you worked in a month. If you leave employment prior to the 15<sup>th</sup> of the month, you will not receive credit for the full month. If you leave employment on or after the 16<sup>th</sup>, you will receive credit for the month.
3. Employees may not utilize planned vacation to extend an employee's last date of employment, nor may it apply towards the notice period which is intended as a working notice period.
4. Employees who quit without a minimum of two (2) weeks' notice shall forfeit their vacation payout.

B. PAYOUT FOR SICK LEAVE: Previously accumulated sick leave shall not be terminated by absence or approved leave. Accumulated sick leave days in the employee's account (if any) shall be paid out to the employee only under any of the following conditions:

1. Upon retirement or resignation (with a minimum of ten (10) years of service);
2. Upon death (to be paid to employee's estate or designated beneficiary);
3. If the employee becomes permanently and totally disabled and has a minimum of five (5) years of service with the employer;
4. If the employee retires before the age of fifty-five (55) years and has a minimum of ten (10) years of service with the employer;
5. If the employee retires at any time after the age of fifty-five (55) years.

The above payout shall not exceed fifty (50) days. In addition, the employee will be paid for 25% of unused sick leave days in excess of 100 days not to exceed 30 days (maximum payout of an additional 30 days). The pay out will be processed through payroll, with the required withholdings deducted, to the employee or their estate or beneficiary. Whenever an employee is laid off due to lack of work or funds, any unused accumulation sick leave credits shall continue in effect if they are rehired by any City department.



- 9.04 DISMISSAL: Persons involuntarily terminated (dismissed) from City employment for misconduct shall be ineligible for any form of termination pay other than payment for hours worked (including vacation and sick leave). Persons involuntarily terminated (dismissed) for reasons other than misconduct will be paid for any accrued vacation.
- 9.05 HEALTH INSURANCE CONTINUATION: Persons terminating their employment for any reason shall be eligible to continue their participation in the City's group health insurance program in accordance with state and federal laws at the COBRA continuation rate.

For active employees who began employment prior to January 1, 2014, a retiree insurance program is available at the expense of the employee. For rules concerning the *Retired Employee Alternative Coverage Continuation* please see the health insurance plan document.



## CHAPTER 10

### EXIT INTERVIEWS

- 10.01 PURPOSE: An exit interview is used to gain insight into the effectiveness of City personnel and managerial practices, to determine where personnel policies and procedures are in possible need of review or revision, and to determine where supervisor or managerial practices need modification or improvement.
- 10.02 CONDUCTING THE EXIT INTERVIEW: When possible and time allows, an exit interview may be conducted with an employee who is voluntarily leaving City employment regardless of their length of service, position, or circumstances of separation.
- A. Human Resources or their designee shall conduct interviews with employees leaving to determine if separation is in any way related to personnel practices, supervision, misunderstanding, or for personal reasons.
  - B. Department heads shall notify the City Administrator/Utilities Manager and Human Resources as soon as they learn that one of their employees is leaving. Human Resources or their designee, shall then schedule a time and place for the interview, which normally would be during the employee's last day of work.



## CHAPTER 11

### PERFORMANCE EVALUATION

- 11.01 PURPOSE: An employee's performance shall be considered in decisions affecting placement, salary adjustment, over-time assignments, promotions, demotions, dismissal, lay-off, re-employment, and training.
- 11.02 ADMINISTRATION: The City Administrator/Utilities Manager and/or Human Resources shall be responsible for the overall administration of the employee performance evaluation program and shall advise and assist employees, evaluators, and department heads to ensure that performance evaluation procedures are handled according to the provisions of this chapter. Each employee shall be evaluated at the following periods:
- A. ANNUAL: Each employee shall generally receive an annual performance evaluation for the prior year by January 31 of the current year
  - B. SPECIAL: A special performance evaluation shall be completed:
    - 1. Whenever a supervisor permanently leaves his position, in which case, they shall complete the performance report for each employee under their supervision who has not been evaluated within the six months immediately prior to the supervisor's last day in the position.
    - 2. Whenever the City Administrator/Utilities Manager believes it is necessary for review of any employee's performance.
- 11.03 EVALUATOR: The evaluator shall normally be the employee's immediate supervisor or their designee. The evaluator shall be responsible for completing a performance evaluation report at the time prescribed for each employee under their supervision.
- 11.04 REVIEW OF PERFORMANCE REPORTS: Individuals serving as evaluators will discuss the report with the employee and then provide it to the City Administrator/Utilities Manager for their review. Once they have reviewed the report, they will give it to Human Resources for inclusion in the employee's personnel file.



## CHAPTER 12

### GRIEVANCE PROCEDURE

12.01 POLICY: It is the policy of the City of Plymouth to have all employees treated fairly and equitably in matters affecting their employment. Any employee who feels they have not been so treated has a right to present their grievance to appropriate management officials for prompt consideration and equitable decision. The filing of a grievance by an employee will not reflect unfavorably on their standing, performance, loyalty or desirability to the public service, and shall be without fear of reprisal.

The full grievance policy found in Appendix F is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination.



## CHAPTER 13

### RECORDS MANAGEMENT

13.01 PURPOSE: Written personnel records are essential to the establishment of factual data regarding the employment history of all personnel. In addition, for the purpose of meeting a variety of legal requirements, the establishment and maintenance of records relative to all personnel department activities is essential. This chapter sets forth the basic personnel record keeping requirements and identifies procedures governing accessibility to such records.

13.02 INDIVIDUAL PERSONNEL FILES: An individual personnel file shall be maintained for each person employed by the City of Plymouth. The active files shall consist of the individual files of all persons currently on the City payroll.

The inactive files shall consist of the individual files of all persons formerly employed by the City. At a minimum, the individual files of all current employees shall contain the following:

- A. The full name, current address, telephone number and Social Security number of the employee.
- B. The title of the position currently held.
- C. The employee's initial starting date.
- D. The current salary of the employee.
- E. The person's original application and/or resume, for employment.
- F. All personnel action forms and official correspondence relative to the person's employment with the City of Plymouth.

Individual records relative to employee discipline, grievances, physical fitness, occupational injury, and job performance shall be maintained for each employee. Any such records, including individual files, shall be considered confidential in order to prevent the invasion of privacy and shall be provided only to the employee (or their authorized representative as provided for in 12.03 below), the City Administrator/Utilities Manager, Human Resources, the individual's department head and immediate supervisor(s) and authorized federal and state representatives who have authority to review such official records for official reasons.

13.03 ACCESS TO INDIVIDUAL FILES: Access to an individual's personnel file shall be granted in accordance with state laws. An examination of the individual's own personnel file must be accomplished in the presence of Human Resources or their designee. No





documents may be removed from individual personnel files without the express written permission of the City Administrator/Utilities Manager. Copies of documents contained within an individual's personnel file shall be provided to the individual or their authorized representative upon request.

The requesting party may be assessed a reasonable fee for the cost of reproducing any such document(s).

After reviewing their personnel records, the employee has the right to request that records they believe to be inaccurate or obsolete be removed from their file. If the City denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the City intends to release the disputed record to a third party, the City must also release the attached employee rebuttal statement to the third party.

13.04 OTHER RECORDS: The City Human Resources Office area shall be accountable for generating and maintaining all records and related reports. In addition, all required employer records such as those relating to group occupational safety and equal employment opportunity shall be maintained by the City Human Resources Office.

13.05 PUBLIC INSPECTION: Third parties who wish to access personnel records will be permitted such access in accordance with state law and Chapter 3 of the Plymouth Municipal Code

The requesting party shall be assessed a reasonable fee for the cost of reproducing the requested documents.

13.06 DESTRUCTION OF RECORDS: Records will be retained and destroyed consistent with federal, state, and Chapter 3 of the Plymouth Municipal Code requirements.

13.07 REPORTS: The City Administrator/Utilities Manager and/or Human Resources shall provide the Mayor and Common Council with reports and information relating to personnel actions.



## CHAPTER 14

### TRAINING AND DEVELOPMENT

- 14.01 PURPOSE: Employee training and development programs are important functions of the city organization. The purpose of such programs is to increase and improve the knowledge, proficiencies and skills of City personnel in order to keep them abreast of current developments in their occupational fields; to provide for career growth and advancement opportunities within the city organization; and to improve the quality of services provided to the public.
- 14.02 CITY ADMINISTRATOR/UTILITIES MANAGER: The City Administrator/Utilities Manager or their designee shall be responsible for the development and coordination of employee training and development programs. Those responsibilities include:
- A. Periodically analyze and evaluate the overall needs for employee training and development and discuss such needs with department heads.
  - B. Match identified needs with available training resources, where such resources exist.
  - C. Ensure that all employees are informed of upcoming training opportunities that are available to them and encourage their participation in programs that may enhance their participation for career enhancement and professional growth.
- 14.03 DEPARTMENT HEAD: Department heads shall provide active leadership in the training and development of employees under their supervision and shall:
- A. Suggest to the City Administrator/Utilities Manager any particular training that would be helpful to employees in their department.
  - B. Cooperate with the City Administrator/Utilities Manager in organizing programs and encouraging employees to attend training sessions.
  - C. Assist in assessing the effectiveness of employees training programs and make recommendations for improvement and modifications.
  - D. Grant employees sufficient time to participate in training programs provided that such participation does not unduly interfere with the necessary operations of the department.
- 14.04 CONFERENCES AND CONVENTIONS: Employees are encouraged to attend conferences and conventions if attendance will significantly add to their job-related knowledge and skills.



Approval to attend conferences and conventions in Wisconsin and the three adjoining states (Illinois, Michigan and Minnesota) is at the discretion of the department head and/or City Administrator/Utilities Manager if properly budgeted. Attendance at conferences and conventions in any other state requires approval by the City Administrator/Utilities Manager. The city recognizes certain employees may be members of certain associations such as the Government Finance Officers Association, International City-County Management Association, American Public Power Association, American Planning Association etc. and that such associations typically have conferences and conventions throughout the United States. This list is not all inclusive. Approval to attend events such as these are at the discretion of the City Administrator/Utilities Manager and as allowable under current budget resources.

To the extent possible, department heads are expected to anticipate and plan for attendance at conferences and conventions as part of their proposed operating budget. Reimbursable costs that should be reflected in the adopted annual budget shall include travel or mileage costs, conference or convention registration fees, meals, overnight accommodations expenses, parking and toll fees.

14.05 OPTIONAL CONTINUING EDUCATION AND TRAINING: The City may provide assistance to employees who wish to improve or develop new job-related knowledge and skills due to changes in job requirements, individual responsibilities or technological advances. To this end, the City may pay tuition subject to the availability of funds, the cost of required texts, laboratory materials and other fees associated with programs of instruction offered by the University of Wisconsin System, Milwaukee Area Technical College, Moraine Park Technical College, Lakeshore Technical College or other accredited universities and colleges. An employee is eligible for reimbursement of these costs if:

- The course of instruction is job-related, part of the adopted annual budget, and approved by the department head and/or City Administrator before the first day of class.
- The employee provides evidence of successful completion of the course. In the case where a course is graded (A, B, C etc.), the employee must receive a minimum of a B, otherwise the employee will either forfeit reimbursement or reimburse the city for costs related to attending the class in the case of prior reimbursement.
- The employee is not eligible for full reimbursement of costs from any other source. (In the event partial reimbursement is received from another source, the city may pay the difference between the amount received and the full cost of the program.)

Workshops, institutes or similar programs of instruction may also be attended if it will improve or develop new job-related knowledge and skills. For purposes of reimbursing



the costs involved, the policies governing attendance at conferences and conventions will apply.

If, as a condition of participation in programs for their continuing education and training, a city employee must attend a program on days and during hours they are normally scheduled to work, they will be provided with the necessary time off to attend and need not take vacation time or administrative leave.

- 14.06 IN-SERVICE TRAINING: Some departments of the city require special in-service training, and such training may be offered and/or coordinated by individuals assigned that responsibility with the departments. Department heads shall keep the City Administrator/Utilities Manager or Human Resources informed of such programs in order to keep personnel files up to date.
- 14.07 NEW EMPLOYEE ORIENTATION: Human Resources, along with IT, shall develop a program outlined to orient new employees to the City work force.
- A. HUMAN RESOURCES: On the first day of employment or as soon as possible during the first pay period, new employees will meet with Human Resources or their designee, who shall advise them of all general conditions of employment, such as: hours of work, fringe benefits, pay and pay periods, City rules, privileges and responsibilities. All required forms such as withholding taxes, insurance enrollments, etc., shall be completed and signed and relevant description literature furnished.
- B. DEPARTMENT HEADS: The department head shall orient each new employee to the conditions related to the job and work site. Such orientation shall include introductions to fellow workers, work standards, safety regulations, break periods, supplies, etc.



## CHAPTER 15

### CONFLICT OF INTEREST

- 15.01 PURPOSE: Democratic government requires that employees be independent, impartial and responsible to the people they serve. It is important that the public have confidence in the integrity of its government.
- 15.02 CONFLICT OF INTEREST: No employee shall use their office or position for personal financial gain or the financial gain of their family. No employee shall engage in their own business activity, accept private employment or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties. Employees must disclose to their supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee shall use or disclose "privileged information" gained in the course of or by reason of their official position or activities. All employees are subject to the conflict-of-interest provisions of City Code Section 2-5-7, which are attached hereto as Appendix I.
- 15.03 CONTRACTS AND CONFLICT OF INTEREST: No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. *See Wis. Stats. § 946.13(1)(a) and (b).*
- 15.04 POLITICAL ACTIVITY: No employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performance and is not conducted during normal working hours and does not involve the use of City equipment or property.

Employees may not directly or indirectly solicit or receive contributions (money or anything of value) for any political party, group or candidate seeking elective office nor engage in any kind of political activity while on City property or engaged in work as a city employee.

Any employee declaring their intention to seek a political office (for example, county sheriff or state legislator) is expected to take an administrative leave of absence (if approved by the Common Council) and/or use accumulated vacation if the time and effort required to conduct an election campaign is likely to affect the performance of their duties



as an employee. In any case, employees seeking either partisan or nonpartisan political office may not engage in any kind of political activity while on City property or engaged in work as a city employee.

An employee elected to a full-time partisan political office will be expected to either terminate their employment with the City or request an administrative leave of absence, not to exceed two (2) years. If serving in the office is expected to benefit the employee's performance upon their return from leave, department heads may recommend a leave of absence for Common Council approval.

An employee elected to a part-time nonpartisan political office, except Mayor or Alderperson of the Common Council, may continue their employment with the City, but is not to conduct business related to their elective position while on City property or engaged in work as a city employee.

Any employee is entitled to seek nomination and appointment as a polling place official or to serve as an appointed observer at a polling place; however, as a matter of good public policy, the practice is discouraged for City of Plymouth polls. If the employee does serve as a polling place official or observer, they will be expected to use paid time off for the purpose.

Please note that some professional associations have code of ethics or other association policy statements regarding political activity and holding of elected office. Employees are expected to abide by those association rules and policy statements as long as they are an active member of that association.

- 15.05 NEPOTISM: Members of employees' immediate families shall not be employed in a direct supervisor-subordinate relationship. Neither the City Administrator/Utilities Manager nor any other person, who makes or influences selection, shall be allowed to engage their own relatives for City employment. When applicants who are relatives of the selecting official, are recommended for appointment in the conventional manner, the final selection should be deferred to the next higher administrative level. City employees are subject to City Code Section 2-5-9, Hiring of Relatives.

This policy is not for the purpose of depriving any citizen of an equal opportunity for City employment. It is solely to eliminate the possibility of preferential treatment in favor of relatives or to subject the employing authority to possible criticism.



## CHAPTER 16

### DISCIPLINARY ACTION

16.01 PURPOSE: Disciplinary action in the employment setting is taken for the purpose of modifying or eliminating unacceptable behavior or job performance on the part of an employee. This chapter along with the formal Corrective Discipline Policy in Appendix E sets forth the general procedures to be followed in the administration of discipline and identifies some of the aspects of behavior and performance that may result in disciplinary action.

16.02 EMPLOYEE RIGHTS: Just as the employer has the right to expect certain types of behavior, efforts and job performance of the employee, so has the employee the right to expect fair and impartial treatment in the administration of discipline.

For this reason, each employee shall be entitled to access the City's grievance procedure, outlined in Chapter 11 of this manual, in the event that they feel such disciplinary action to be unfair, unwarranted, or unduly harsh in terms of the infraction or performance shortcoming cited. In addition, an employee who feels any such disciplinary action has been based upon illegal considerations prohibited by the City's Equal Opportunity Policy shall be entitled to pursue redress without intimidation.

No such right of grievance shall reduce any employee's obligation to continue performing their work in accordance with department standards, to continue maintaining internal harmony within the work place, and to promote and protect the interest of the City of Plymouth.

16.03 PROCEDURES IN DISCIPLINARY ACTIONS: The procedural process for discipline shall be consistent with the Corrective Discipline Policy found in Appendix E.

16.04 GROUND FOR DISCIPLINARY ACTION: The following constitutes a partial list of the more common grounds for disciplinary action:

- A. Dishonesty or falsification of records.
- B. Insubordination (refusal to carry out a reasonable order, insolence, talking back, arguing, verbal abuse or assault of a supervisor, co-worker, or member of the general public).
- C. Theft or misappropriation.
- D. Destruction or negligent use of City equipment or property.



- E. Use of intoxicants, illegal drugs, or controlled substances while on duty or closely preceding duty to the extent that the effects on the user are apparent on the job (including abuse of prescription or other medications.)
- F. Fighting or creating a disturbance among co-workers resulting in an adverse effect upon morale, production, or maintenance or proper order.
- G. Disorderly or immoral conduct, including off-duty conduct, which brings disrepute upon the individual or which reflects adversely upon the City as an employer. The city will complete its own investigation related to such off-duty conduct.
- H. Conviction of a serious crime substantially related to your position.
- I. Unavailability for work because of incarceration.
- J. Absence without authorized leave or misrepresenting the purpose of an authorized leave.
- K. Abuse of unscheduled paid time off.
- L. Habitual tardiness.
- M. Use of official position or authority for personal profit, sexual purpose, or political advantage.
- N. Harassment, including sexual harassment.
- O. Engaging in discriminatory or abusive conduct with respect to employees and customers protected by equal opportunity laws.
- P. Gambling on City property.
- Q. Disregard or repeated violation of safety rules and regulations.
- R. Knowingly making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organizations.
- S. Acceptance of any gift, favor, or service in return for performing duties that might reasonably be viewed as tending to improperly influence an employee in the discharge of their official duties. See City Code section 2-5-7(c).
- T. Violation of established department work rules.
- U. Negligent work performance or failure to perform duties in accordance with department standards.





- V. Participation in a work stoppage such as strikes or slow-downs.
- W. Unauthorized use or abuse of City equipment or property.
- X. Theft of time and/or improper modification of time worked records.
- Y. Failure to return to work the day following the expiration of an authorized leave of absence.
- Z. Removal of items from City or citizen's premise (whether it be junk, salvage, recyclable or new) without the prior consent of the employee's Department Head.
- AA. Failure to provide proper personal hygiene or causing unsanitary conditions for others; failure to clean assigned workplace at the end of the work shift.
- BB. Leaving or preparing to leave work without permission prior to the scheduled quitting time.
- CC. Entering and/or gaining access to unauthorized or restricted areas, property or records, or removing them from City premises; breaking and entering into City premises.
- DD. Possessing firearms or other weapons on City premise in unauthorized locations.
- EE. Acting in a manner of gross neglect, carelessness or negligence resulting in injury, property damage, or other dangerous conditions.
- FF. If an employee fails to report to work without proper notice (No Call/No Show).



## CHAPTER 17

### PAID AND UNPAID LEAVES

#### 17.01 VACATION POLICY:

- A. ELIGIBILITY: Regular full-time and eligible part-time employees will receive annual paid vacation based on years of service. All eligible regular part-time employees shall receive vacation on a pro-rata basis determined by the average number of hours worked annually (typically based on prior year).
- B. VACATION SCHEDULE: Employees earn vacation benefits on a calendar year basis. Vacation hours are given up front at time of hire on a pro-rated basis for the remainder of the year.

Pro-rated vacation will be calculated based on how many days you worked in a month. If you work from the 1<sup>st</sup> to the 15<sup>th</sup> of the month, you will receive credit for the full month. If you work on or after the 16<sup>th</sup>, you will not receive credit for the month. When a new employee starts, their initial vacation pro-ration will be rounded to the nearest hour. For example, if a new hire starts on August 8, we will take 104 hours divided by 12, multiplied by 5 (August-December) for a total of 43.33, which would be 43 total hours. If a new hire starts on May 22, we will take 104 hours divided by 12, multiplied by 7 (June-December) for a total of 60.66, which would be 61 total hours.

Existing city employees shall receive vacation benefits on January 1 of each year while some Plymouth Utilities employees will receive vacation benefits as of their anniversary date. Employees must use their vacation by year-end or next anniversary date otherwise such vacation will be forfeited, unless slated for carry-over to the following year pursuant to Section F1.

If you receive vacation benefits on a calendar year basis, you will receive your milestone increase allotment on January 1 of that year. If you leave employment prior to your start date and used that time, you will have to pay it back as it has not been earned. Follow the pro-rated vacation calculation as stated above.

Length of Service	Vacation Hours
Start Date – December 31	104 Hours prorated from start date
Jan 1 Following Start Date thru Year 3	104 Hours
Years 4-6	128 Hours



Years 7-11	144 Hours
Years 12-19	192 Hours
Years 20+	224 Hours

The City may credit a new employee with the number of years that the employee spent in a position or positions that were part of the required, minimum qualifications stated in that employee's job description, up to a maximum of the number of years' experience required by the job description, subject to approval by City Administrator/Utilities Manager.

- C. CONTINUOUS SERVICE: Continuous service shall include all time during which an employee has been in a continuing employment status in a regular full-time or part-time position. The continuous service of an employee eligible for a vacation shall not be considered interrupted if they (1) were on an approved leave of absence, including FMLA leave; (2) were absent on military leave; (3) were absent due to injury or illness; or (4) were absent due to workers compensation injury or illness.
- D. COMPUTING YEARS OF SERVICE: In determining the number of full years of service completed, credit shall be given for all time employed by the City of Plymouth in a regular position. Only the most recent period of continuous service may be counted in determining an employee's length of service. Employees will be placed at the lowest level for vacation benefits upon hire unless approved by Human Resources or the City Administrator/Utilities Manager for recruitment purposes.
- E. REQUESTS FOR VACATION USAGE:
1. In determining vacation schedules, the department head or manager shall respect the wishes of eligible employees on a first come first serve basis and will consider length of service when multiple employees make similar vacation requests, as to the time of taking their vacation insofar as the needs of the City will permit. Vacation allowances shall be taken during the vacation year, except that employees can carry-over up to eighty (80) hours. These hours will automatically carry-over and anything over eighty (80) would be forfeited when the vacation year ends (December 31<sup>st</sup> or anniversary date).
  2. Vacation can be requested to be taken in as little as one (1) hour increments as deemed necessary and desirable by the employee with the agreement of the Department Head or designee. Electric Utilities employees will typically be required to take full vacation days unless approved by the Department Head or designee. In



most circumstances, unless authorized by direct supervisor, employees must request to use vacation at least 24 hours in advance.

3. If an employee's vacation has been exhausted, additional time off, if granted and as allowed by FMLA, will be unpaid. Negative balances are not permitted. Any employee who has exhausted vacation and is not eligible for FMLA or other approved leave may be subject to disciplinary action up to and including termination for any further absences. An employee who has hours in the sick leave program may use such hours for FMLA qualifying events. An employee who has hours in their sick leave account shall use such hours for federal FMLA qualifying events in accordance with the City's FMLA policies. See Appendix C.
4. An employee in an unpaid leave status shall not accrue vacation.
5. In the event that a holiday falls on a regular work day within the week or weeks taken as vacation, such holiday shall not be charged as vacation or sick leave.

#### 17.02 SICK LEAVE BANK POLICY:

- A. ACCRUAL: All regular full-time employees shall earn sick leave which shall accrue at the rate of one (1) day of sick leave for each calendar month of service. Accumulated leave days shall be credited to each Employee's "sick leave account" for the length of the employee's continuous service. The one (1) day of sick leave accrued shall be based on an eight (8) hour workday or in the case of regular part-time employees the average number of hours worked on a weekly basis divided by 5 (e.g. average of 25 hours per week divided by 5 = 5 hours of sick pay). The first month you start working will be prorated. The hours of sick time will populate in the employees' sick bank on the second payroll of the month. The City Administrator/Utilities Manager in consultation with Human Resources may offer a beginning sick leave balance for new employees, based upon prior experience, but that amount shall not exceed the average amount of sick leave for current employees based on comparable years of experience.
- B. ABSENCES: Sick leave credits in any given year shall not be earned for any period of absence without pay or times otherwise not worked or paid for, except that for administrative purposes any approved absences or absences may be disregarded.
- C. ACCRUAL REQUIRED BEFORE USE: Sick leave shall not be used until it has been accrued.



- D. USE OF SICK LEAVE: Regular employees who have earned sick leave credit shall be eligible for sick leave to cover all absences, which result from bona fide illness of the employee, or of an immediate family member (as defined in the bereavement section 17.04). Sick leave may also be used for any regularly scheduled doctor, vision or dental appointment. Misuse of sick leave will subject the employee to disciplinary action up to and including termination.
1. Employees are required to provide a medical certificate on the fourth (4<sup>th</sup>) consecutive day of absence to justify granting sick leave. Please refer to the FMLA policy for additional information.
  2. Sick leave may be investigated by the City Administrator/Utilities Manager or Human Resources.
  3. Employees who are sick and unable to report to work shall notify their direct supervisor at least thirty (30) minutes before the start of the regular shift or assignment or earlier.

#### 17.03 FAMILY AND MEDICAL LEAVE ACT:

See Appendix C for the full Family and Medical Leave Act (FMLA) policy.

<http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

- A. Notification of Benefits and Leave Rights: Since the City has an employee handbook or other written policy concerning employee benefits or leave rights, information concerning FMLA entitlements and employee obligations under the FMLA is included in the *Handbook* as required by federal law. The City shall post the text of the notice contained in the following link in a conspicuous place where notices to employees and applicants are customarily placed: <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). The notice is posted in employee break areas.
- B. Eligibility Notice: When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the employer must notify the employee of the employee's eligibility to take FMLA leave within five (5) business days, absent extenuating circumstances. 29 C.F.R. § 825.300(b).
- C. Rights and Responsibilities Notice: The City shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. 29 C.F.R. § 825.300(c). The City is satisfying this notice requirement by directing the



employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form: U.S. DEPARTMENT OF LABOR, *Notice of Eligibility and Rights & Responsibilities (FMLA)*, available at <http://www.dol.gov/whd/fmla/finalrule/WH381.pdf>.

- D. Designation Notice: The City shall "inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA." U.S. DEPARTMENT OF LABOR, *Designation Notice (Family and Medical Leave Act)*, available at <http://www.dol.gov/whd/forms/WH-382.pdf> See 29 C.F.R. § 825.300(d).

17.04 BEREAVEMENT LEAVE: Full-time and regular part-time employees in regular positions shall receive paid funeral leave benefits which occur after their first full day on the job in accordance with the schedules found below. All other types of employees shall be eligible to take unpaid leave or use paid vacation days, if any, for bereavement purposes.

- A. IMMEDIATE FAMILY: In the event of a death in an employee's immediate family, an employee is eligible for bereavement leave for up to three (3) working days without loss of pay to attend the funeral and to attend to matters of the estate.

Immediate family is defined as the employee's spouse, child/step-child, parent, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, legal guardian, grandparents, and grandchildren.

- B. EXTENDED FAMILY: In the event of the death of an employee's aunt, uncle, niece, nephew, or those of their spouse; spouse grandparents, brother-in-law, sister-in-law, great-grandparents and great-grandchild, the employee shall be given one (1) day paid bereavement leave.
- C. ATTENDANCE, OTHER THAN FAMILY: Employees wishing to attend the funeral of a friend shall use vacation or time off without pay with the approval of the department head or designee.

17.05 PAID HOLIDAYS:

- A. Employees in regular full-time positions (pro-rated for part-time regular employees) and working a Monday through Friday schedule shall be entitled to paid time off for recognized holidays which occur after their first full day on the job.

No employee shall be eligible for holiday pay for a holiday which occurs after their last day on the job.



The following holidays are granted to regular employees, including regular part-time employees, except for the Floating Holiday which is only made available to full-time employees (40 hours per week):

- |  |                         |
|--|-------------------------|
| 1. New Year's Day                                      | 2. Good Friday          |
| 3. Memorial Day  | 4. Independence Day     |
| 5. Labor Day   | 6. Thanksgiving Day     |
| 7. Day after Thanksgiving                              | 8. Day before Christmas |
| 9. Christmas Day                                       | 10. New Year's Eve      |
| 11. Two (2) Floating Holidays at the Employee's Option |                         |

Upon mutual approval of the employee and their department head, an employee may have to work on one or more of the above holidays and, as a result, gain those hours worked as additional floating holiday.

Employees hired on or before July 1 of a calendar year are eligible for two (2) floating holidays during the remainder of that first calendar year of employment. In the event any employee terminates employment without having taken the floating holiday during a calendar year, such floating holiday(s) shall be canceled and may not be reinstated or paid for. An employee will not be allowed to use a floating holiday after having given a notice of termination.

Each employee shall qualify for the above, if that employee has reported for work on the last scheduled workday before, and the first scheduled workday after the holiday. This provision is waived if the employee is on vacation. If the employee is absent due to illness on the workday immediately before and/or after a holiday, the department head will require a medical certificate to receive holiday pay.

If a paid holiday falls on a Saturday, it will be observed on the Friday before. If a holiday falls on a Sunday, it will be observed on Monday following the holiday.

Part-time employees shall receive holiday pay prorated on the normally number of scheduled hours should the holiday fall on a normally scheduled workday.

B. City Offices will be closed on the holidays listed in Section 17.05A.

#### 17.06 DISABILITY LEAVE:

DISABILITY POLICY: Employees in need of leave due to a disability shall follow the ADA Title I Policy in Appendix D.





## 17.07 CIVIL LEAVE:

ELIGIBILITY: Full-time employees selected for jury duty or who are required to make a court appearance in an official capacity in connection with the City or as an expert witness because of their professional or observed knowledge in conjunction with City duties will be considered on duty and will be granted leave with pay. Any fees paid, including a fee for the employee's appearance in their official capacity or as an expert witness, exclusive of mileage, parking or other extraordinary expense, will be turned over to the City of Plymouth.

Part-time employees shall be ineligible for paid time off for jury duty. Such employees shall be allowed to modify their work schedules to accommodate such duty when reasonably possible.

When an employee is excused from jury service, either temporarily or permanently on any scheduled workday and a minimum of two (2) hours are remaining on a work shift, the employee will call in to their supervisor to find out if they should report for work to finish out their scheduled work shift.

PROCEDURES: In order to be eligible for paid time off for jury duty, a full-time employee shall notify their supervisor as soon in advance as possible as to the dates and times they are to report for jury duty, and shall report the amount of jury fee (except for mileage reimbursement) received to Human Resources. The employee out on jury duty will receive their regular rate of pay less any jury duty pay, not including mileage.

In addition to the above, the employee shall indicate on their time card those normally scheduled work hours that they did not work as a result of jury duty.

A part-time employee shall notify their supervisor as soon in advance as possible as to the dates and time they are to report for jury duty.

## 17.08 MILITARY LEAVE POLICY: This period of leave applies specifically to a period of time away from work for the reason of active military duty and should be granted to all City employees in regular full-time positions.

### A. RESERVE DUTY DIFFERENTIAL PAY.

An employee who is a member of a United States Military Reserve and who may be called upon for reserve training shall be paid the differential between their military reserve pay (not to exceed two (2) weeks) and their regular weekly earnings, upon presentation of a military pay voucher.

To qualify for payment, an employee must:

1. Be a regular full-time employee for the City of Plymouth,





2. Be activated to serve or be serving on military duty in the U.S. armed forces,
3. On the date of activation, be a member of either the Wisconsin National Guard or a member of a reserve component of the U.S. armed forces,
4. Be on an authorized military leave of absence.



## CHAPTER 18

### UNPAID LEAVE OF ABSENCE AND MILITARY LEAVE

- 18.01 PURPOSE: This chapter sets forth the various purposes for which unpaid leaves of absence may be granted to an employee and the procedures to be followed in requesting and using such leave.
- 18.02 POLICY: It is the policy of the City of Plymouth to allow for the granting of unpaid leaves of absence of defined durations when required by law, otherwise it is considered a privilege granted by the City, not a right of the employee.
- 18.03 GENERAL PROVISIONS: The following shall relate to requests for, and the granting of, all unpaid leaves of absence (other than disability or a family medical leave).
- A. Except as required by law, no unpaid leave of absence in excess of one year shall be granted.
  - B. Any request for an unpaid leave of absence shall be submitted in writing by the requesting employee to their supervisor as far in advance of the anticipated leave dates as possible. Except in unavoidable situations, no unpaid leave of absence shall be granted retroactively.
  - C. Except for military leave and in some instances, state or federal family medical leave, no unpaid leave of absence shall be granted unless the employee has first used all available paid time off, floating holidays, and compensatory time.
  - D. No unpaid leave of absence shall be granted for extended illness or maternity purposes unless all available paid time off, floating holidays, and compensatory time have first been used. Any request for such leave shall be accompanied by a physician's certification of the need for such leave and an indication of the probable duration of such need.  
  
Additional supporting documentation for the continuation of such leave may be required of the employee's physician from time to time throughout the leave period, at the discretion of the City.
  - E. No unpaid leave of absence shall extend beyond the amount of time actually needed for the purpose requested.
  - F. An employee granted an unpaid leave of absence shall not be employed elsewhere during the leave periods. (This provision does not apply to military service.)



- G. A return to work on an earlier date than scheduled may be arranged between the employee and their supervisor.
- H. If an employee is unable to return to work on their scheduled date, and the return date is less than one year from the date that the leave originally commenced, they shall submit a written request for an extension of their leave in advance to not extend beyond one year from initial absence.
- I. Employees seeking a disability annuity under the Wisconsin Retirement System shall automatically be placed on an unpaid leave of absence upon the exhaustion of all paid time off benefits and until a final determination is issued by Wisconsin Retirement System.
- J. Failure to return from leave of absence does not, of and by itself, constitute evidence of the employee's intent to terminate employment or warrant automatic dismissal. It is, however, the employee's responsibility to inform the supervisor if there will be a reason for missing the day designated for return to work. Failure to notify the supervisor will only be excused when circumstances are so unusual as to warrant such approval. An additional three (3) working days will be allowed before action is taken to terminate employment; this additional time will be used by the department head to attempt to locate and determine the employee's intent.
- K. The employee will not receive pay for holidays during an approved leave of absence. The absent employee does not accrue paid time off or other benefits during an approved absence.
- L. An employee may have the right to return to the position held at the time an approved leave of absence begins. It will be the department head's responsibility to see the position is available for the employee returning from leave unless the position has been abolished by Common Council action or a material reorganization of the department. In this case the employee returning from an approved leave of absence will be given first consideration in filling any other vacant position for which they are qualified; if no such position exists, the layoff procedure will apply.
- M. The position of an absent employee cannot be filled on a permanent basis but can, at the department head's discretion, be filled on a temporary basis providing that the compensation paid to a temporary employee in that position does not exceed the amount that would ordinarily be earned by the absent employee.
- N. Upon expiration of an unpaid leave of absence without pay of one year, or less, or upon expiration of a qualified, military leave, the employee may be reinstated into their former position.



- O. An approved unpaid leave of absence of one year or less shall not be considered a break in service for purposes of determining the level of future paid time off eligibility and the retention of the sick leave bank credit for leaves not the result of extended illness or disability.
- P. Based upon the City's request, an employee must provide their physician's certification that they are able to return to work. The City reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third, mutually agreed to physician, will issue a physician's certification. The third physician's certification will be binding on the parties. The City will pay all costs associated with the second and third physician's certification.

- 18.04 INTERACTION WITH FAMILY AND MEDICAL LEAVE PROVISIONS: Unpaid leave shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act. See Chapter 17 and Appendix C for information on qualified Family and Medical Leaves.
- 18.05 MILITARY SERVICE PROVISIONS: In addition to the above, employees requesting an unpaid leave of absence for military service shall be covered consistent with Federal law.
- 18.06 GRANTING AUTHORITY: The City Administrator/Utilities Manager shall have discretion to grant unpaid leaves of absence for periods less than ninety (90) days. The Finance and Personnel Committee shall have discretion to grant unpaid leaves of absence for periods of ninety (90) days or more. The City Administrator/Utilities Manager and Finance and Personnel Committee shall consider the recommendation of the employee's department head and the record of the employee before acting upon such leave request.
- 18.07 BENEFIT STATUS DURING UNPAID LEAVE PERIODS: During the first thirty (30) days of the unpaid leave of absence, all City paid benefits will continue in full force and effect, with the exception of paid time off benefits which cease to accrue during such period. Paid time off benefits will be prorated based upon hours worked in any given pay period. After the first thirty (30) days of any unpaid leave of absence, an employee desiring continued group health coverage shall be responsible for paying the full premium. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated. Premiums for other insurance may be payable or waived depending upon the type of leave and its duration.



## CHAPTER 19

### CONDITIONS OF EMPLOYMENT

- 19.01 PURPOSE: This chapter sets forth a definition of the relationships that exists between the City of Plymouth and all of its employees who are not covered by a collective bargaining agreement or an individual employment contract. This chapter also defines other basic conditions of employment not set forth elsewhere in this manual.
- 19.02 EMPLOYMENT STATUS: All employees other than those covered by a collective bargaining agreement or an individual employment contract that provides to the contrary, are considered to be employed "at will", meaning that there exists no contractual employment relationship between the City of Plymouth and the employee, either expressed or implied, and meaning further that such employment relationship may be terminated at will by either the City of Plymouth or the employee.
- 19.03 PUBLIC SERVICE MISSION: Each employee of the City of Plymouth is expected to deal with the public at all times in prompt, polite, and helpful manners. Fulfillment of this requirement may mean occasional personal inconvenience.
- 19.04 ATTENDANCE: The City expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the city to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's supervisor. Any deviation from assigned hours must have prior approval from the employee's supervisor.
- 19.05 DRESS AND GROOMING: All employees are to dress and be groomed appropriately for the job in accordance with department requirements and health and safety standards.
- Employee clothes or uniforms shall be clean and orderly. In the event of any question regarding the appropriateness of any particular style of clothing or grooming, the City Administrator/Utilities Manager shall make the final determination.
- 19.06 USE OF EQUIPMENT: Employees are not to use City equipment for non-city purposes.
- 19.07 BAD WEATHER POLICY: In the event that bad weather (such as snow or freezing rain) creates hazardous traveling conditions between an employee's home and their work site, an employee may be granted permission by their supervisor to leave work early or to arrive at work late. The employee may choose to make the time up, use compensatory time, or paid leave, such as paid time off or floating holiday pay to cover the absence.



This policy shall not apply to positions responsible for providing protective services, providing critical utility services as determined by the City Administrator/Utilities Manager, or for improving driving conditions. Employees in such positions are expected, as a condition of their respective work, to adjust their arrival and departure in accordance with predicted conditions. The library will follow the library board policy.

19.08 BACKGROUND CHECK: A background check shall be conducted by the City of Plymouth Police Department, prior to employment, for all new full-time, and part-time employees. The information resulting from the background check will be reported to Human Resources prior to hiring and placed in the personnel file. Any offer of employment is contingent upon the successful completion of the background check. Under Wisconsin law, a conviction record is not an automatic bar to employment and will only be considered if it is substantially related to the particular job.

19.09 RESIDENCY REQUIREMENT: Within six (6) months from the date of hire, or following any required probationary period, whichever is later, Emergency Personnel as defined in City ordinance are required to reside within fifteen (15) miles of the corporate boundaries of the City of Plymouth. Any employee who does not comply with such residence requirement following such period shall be terminated as an employee, unless a waiver thereof is given by the City Administrator/Utilities Manager in consultation with the department head. See Appendix H for a copy of the adopted ordinance.

19.10 TRAVEL, LODGING, AND MEAL REIMBURSEMENT: The City shall reimburse an employee for necessary and reasonable travel expenses incurred while on authorized official City business. All such expenses must be authorized by the employee's department head and/or the City Administrator/Utilities Manager prior to the time of travel in order to be eligible for reimbursement.

The City Administrator/Utilities Manager or department head shall approve travel expenses approved by the Common Council as set forth in the adopted annual budget.

Travel advances may be requested when prepayment by the employee, of anticipated expense will create a financial hardship. To minimize financial hardship, employees are encouraged to arrange for prepayment by, or billing to, the City of major expenses that may require significant personal outlays; such expenses may include air travel, lodging, conference registration fees or tuition costs. If travel expenses, which cannot be prepaid by or billed to the city, are expected to exceed \$100, an advance may be requested. Normally, travel advances will not be made prior to ten days before departure and will not exceed 80 percent of the estimated expenses. Receipt of a travel advance does not exempt an employee from the requirement to keep and submit accurate records following completion of travel detailing expenses incurred, the travel advance received, and the additional amount claimed or to be repaid.

These expenses will be reimbursed to the employee through payroll. The employee will need to fill out the expense report, sign and date the report and give it to their supervisor



for their approval, along with any receipts. The expenses are then added to the employees pay check on the next payroll after the expense report is turned into payroll. These expense reimbursements do not affect payroll taxes.

- A. MILEAGE AND OTHER GROUND TRAVEL: Employees will be compensated for mileage at the standard Internal Revenue Service business rate in effect at the time of driving when employees use their own vehicles for official travel. When car rental becomes necessary, only the reasonable cost of compact car models will usually be reimbursed unless their non-availability can be documented. Discounts or other special rates are usually available if proof of employment by a unit of government is presented to the rental agent.

Ground transportation to and from an airport should be by airport hotel shuttle service if available. If not available, taxi or rideshare service is permitted.

- B. AIR TRAVEL: Reimbursement for air fare will be limited to standard economy class and one (1) checked bag if not included in the air fare.
- C. LODGING: Lodging should be at a hotel or motel reasonably close to the place at which an employee is expected to conduct business or attend a conference during the day so that additional public transportation costs are not incurred. First consideration should always be given to hotels and motels offering government rates to public employees.

Requests for reimbursement of hotel expenses will not be granted if the location of the conference is less than sixty (60) miles from location of worksite unless it is calculated that the cost of fuel will be more than a hotel expense. Based upon a special request, the City Administrator/Utilities Manager may grant permission due to unusual circumstances.

- D. MEALS: Generally, the city will reimburse the employee up to an amount equivalent to the type of meals the employee might normally have at home. The City will utilize the rates established by the United States General Services Administration for meal reimbursement. When travel is within the state, the approved city, where the travel is located, rate will be used, less incidentals. If traveling outside Wisconsin, please see the appropriate rate for the area of travel, less incidentals.

The most recent General Services Administration reimbursement rates can be found at [gsa.gov/travel/plan-book/per-diem-rates](https://www.gsa.gov/travel/plan-book/per-diem-rates) or by contacting Human Resources. If a meal is part of the conference, per diem is not provided for that meal.

- E. RECEIPTS AND MISC: Claims for reimbursement of air travel, car rental, lodging, and parking (fines not included) need to be supported by receipts.





In the event two or more employees of the City of Plymouth are scheduled to attend the same out-of-town function, such employees should travel together in order to reduce the cost to the city unless circumstances prevent carpooling. Only actual expenses incurred by an employee are reimbursable in accordance with the above.

Commuting expenses for travel between an employee's residence and normal place of work are not reimbursable.

- 19.11 AUTO INSURANCE: All employees who drive their personal vehicle for City business shall be required to purchase and maintain, at their own expense, auto insurance at a level which meets the City minimum standards. Personal motorcycles are prohibited as a way of transportation for City business.
- 19.12 OUTSIDE EMPLOYMENT: An individual's full-time employment with the City shall be considered their primary employment. City employees may not engage in outside employment which conflicts with or affects the performance of their primary duty.
- 19.13 DRUG- AND ALCOHOL-FREE WORKPLACE: The City seeks to provide a safe workplace for all of its employees.
- A. Drugs and Alcohol: The manufacture, distribution, dispensation, possession, use of, or being under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on City premises, in City vehicles, at City worksites, or during the performance of City job duties.
1. Reasonable Suspicion Testing: All employees shall be required to undergo alcohol and drug testing at any time the City has reasonable suspicion to believe that the employee has violated the City's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty. The City's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. Refusal to consent to testing will be treated the same as a positive test and will result in disciplinary action, up to and including termination of employment.
  2. Pre-employment drug testing: As a condition of all employment offers, a pre-employment drug test is required for all regular employees.





3. Additional Testing and Requirements: Employees required to possess a commercial driver's license may be required to undergo additional drug testing in accordance with relevant law, Common Council policy, and administrative rules. Furthermore, before working for the City, a driver must complete and turn in the "Acknowledgement of Receipt and Understanding of the CDL Controlled Substances and Alcohol Use and Testing Policy and Procedures".
4. An employee must notify the immediate supervisor of any criminal drug statute conviction for a violation occurring on City premises or while conducting City business.

- 19.14 TOBACCO PRODUCTS: Employees shall not use any tobacco products on City premises, nor in City vehicles. See Section 8-1-1 of the Municipal Code further information.
- 19.15 DIRECT DEPOSIT: All regular full, part-time, and seasonal employees are required to have their payroll checks directly deposited into an account of the employee. Direct deposit is a condition of employment.
- 19.16 WORK SPACES, INCLUDING DESKS, LOCKERS, ETC.: Employees shall have no expectation of privacy with respect to any item or document stored in or on City-owned property, which includes, but is not limited to, computers, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces. Accordingly (except as provided by federal and state laws), the City Administrator/Utilities Manager, Human Resources, and/or department head may, at any time and in their sole discretion, conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.
- 19.17 WORK MADE FOR HIRE: Any work prepared by an employee within the scope of their employment is owned by the City. Under federal copyright laws, this is called "work made for hire". An employee with questions regarding ownership or copyrights on materials or programs prepared within the scope of their employment should consult with their department head.
- 19.18 PERSONAL PROPERTY: The City does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the City advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The City is not liable for vandalism, theft or any damage to vehicles parked on City property.



## CHAPTER 20

### FRINGE BENEFITS

- 20.01 PURPOSE: This chapter sets forth a description of certain fringe benefits not described elsewhere in this manual, and their eligibility criteria.
- 20.02 GENERAL ELIGIBILITY: Fringe benefits and eligibility may change from time to time based on Common Council authorization or action. Collective bargaining provisions governing unionized employees may differ from the eligibility standards and City contribution levels set forth herein or provided to other non-union employees.
- 20.03 PENSION: All persons employed in qualified regular positions, which depends on number of hours worked and length of service (full or part-time positions with a minimum of 1,200 hours), shall be enrolled in the Wisconsin Retirement System (WRS), which serves as the City's pension program. Employees hired prior to January 1, 2014 that work less than 1,200 hours and participate in the WRS program shall continue to participate.
- The city agrees to contribute the employer's share. The employee is responsible for the employee's required WRS contribution as required by state statutes. Under no circumstances shall the City pay the employee's required WRS contribution.
- For eligible protected services employees the employer will provide the protective services contribution rates and the employee will contribute the general contribution rates per the Wisconsin Retirement System (WRS) requirements.
- Any required employee contributions are normally handled through payroll deduction on a pre-tax basis.
- In addition to retirement pension benefits, permanently disabled employees may be eligible for permanent disability retirement benefits.
- 20.04 SOCIAL SECURITY: All persons employed in qualified regular positions shall be enrolled in the Federal Social Security Programs.
- 20.05 GROUP HEALTH INSURANCE PROGRAM: The City shall provide group health insurance for single or family coverage to employees in qualified full-time and part-time (1,560 hours or more) positions. Employees are eligible after thirty (30) days of employment. The City of Plymouth has a self-insurance group health insurance program and the Common Council shall control the design of the plan. Under unique circumstances, the City Administrator/Utilities



Manager, along with Human Resources, may approve an earlier start date for health insurance based on the needs to recruit a specific position.

Persons not enrolling during their first thirty (30) days of employment must meet eligibility for enrollment as provided by the Plan.

20.06 CENTER FOR HEALTH & WELLNESS: The City of Plymouth is a partner in the Center for Health & Wellness located in the Prevea complex at 825 Walton Drive, Plymouth, WI 53073. Services include nurse practitioner, physical therapist, chiropractor, lab work, and health coach. This is not an all-inclusive list. A brochure regarding the center is available through Human Resources. For questions regarding services provided, please contact the center directly at 920-893-0903. Services provided at the Center for Health & Wellness are provided to all individuals covered by the City's group health insurance plan.

20.07 CAFETERIA PLAN/FLEXIBLE SPENDING ACCOUNT/HEALTH SAVINGS ACCOUNT: Employees are eligible after thirty (30) days of employment, the City will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to permit employees to authorize deductions from their salary and contribute to an FSA to cover eligible expenses as determined by the City of Plymouth. Please be aware that the FSA plan may be a limited plan depending on your needs and whether you are enrolled in the health insurance plan and health savings account. The FSA program is available to employees in qualified full-time and part-time (1560 hours or more) positions with the city.

The City of Plymouth has a Health Savings Accounts (HSA) option for active employees that participate in the Group Health Insurance Program. A Health Savings Account (HSA) is a tax-exempt savings account established for the purpose of paying for qualified medical expenses. The city has an annual contribution, to the eligible employees account, every January. In order to receive the city contribution, the employee and spouse, if on the medical plan, must have a physical by their primary care physician. They will need to submit a health certification form indicating that they received a physical from their primary physician or other medical professional on a yearly basis, prior to the end of December of the current year. For new hires, they are eligible the first of the month after 30 days of full-time employment on a pro-rated basis. If hired after July 1, they are not eligible for the employer contribution.

20.08 UNEMPLOYMENT COMPENSATION: Employees are eligible for unemployment compensation benefits. To receive such benefits, a person must apply online at [my.unemployment.wisconsin.gov](http://my.unemployment.wisconsin.gov).



- 20.09 WORKERS COMPENSATION: All employees shall be covered by the City's workers compensation policy. An employee who is absent due to injury or illness caused during the course of their duties shall suffer no loss of compensation for a period of time not to exceed one (1) year. As workers compensation payments do not cover an employee's regular salary, the employee may supplement their pay with their unused sick leave. If such illness or injury continues beyond one (1) year, the employee shall be allowed to supplement the Worker's Compensation from their unused sick leave credits in order that they may continue to receive their regular pay. During the time an employee is off work on Worker's Compensation, they shall not accrue vacation pay, sick leave or holiday pay.
- 20.10 DEFERRED COMPENSATION: Employees in regular positions are eligible to participate in the City's Deferred Compensation Program or those available as determined by Human Resources. Under this program an employee may designate a portion of their income to be deposited into a special investment account for use in retirement years. The program offers certain tax advantages to participants.
- 20.11 LIFE INSURANCE: Beginning on the first day of the next month following thirty (30) days from the employee's start date, the City will provide each regular full-time and regular part-time employees (those eligible for WRS and meet the 1,200 hour requirement – see section 20.03) with a term policy of regular life insurance equal to the employee's annual salary from the previous year as reported to WRS rounded to the next highest thousand or in the case of new hires the anticipated annual salary at time of hiring. The premium will be paid in full by the City of Plymouth. The employee is eligible to purchase supplemental, additional or spouse and dependent life insurance if they so choose.
- 20.12 LIABILITY INSURANCE: The City shall carry liability insurance, which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the City's liability insurance policy.
- 20.13 LONGEVITY: All longevity shall be capped for each employee at the 2013 payout for employees within the Department of Public Works and Plymouth Utilities department. For example, if an employee receives \$500 of longevity pay in 2013 the 2014 longevity pay amount will be \$500. New employees hired after December 31, 2013 will not receive longevity pay.
- 20.14 PERSONAL PROTECTIVE EQUIPMENT ALLOWANCE: A Personal Protective Equipment (PPE) allowance is provided to certain job classifications as identified in the Personal Protective Equipment (PPE) Program dated July 1, 2005. Please see safety policies for more information.



- 20.15 DENTAL, VISION, AFLAC or OTHER VOLUNTARY INSURANCE PROGRAMS: The City provides voluntary group dental, vision, and limited AFLAC insurance for employees in regular full-time and part-time positions. The premium will be paid in full by the employee.



## CHAPTER 21

### POLICE LIEUTENANTS

The City of Plymouth Personnel Manual shall apply to Police Lieutenants except as otherwise set forth in this chapter.

Police Lieutenants work a designated schedule approved by the police chief or designee.

The following benefits are outlined in more detail below:

- A. Police lieutenants shall receive longevity pay consistent with the police union contract.
- B. Clothing allowance for police lieutenants shall be consistent with the police union contract.
- C. When police lieutenants are doing FTO training, their additional hours for compensation will follow the police union contract.
- D. When police lieutenants have court cancellations, the number of call-in hours will follow the police union contract.
- E. Compensation time for lieutenants will follow the police union contract.
- F. When calling in for sick time, they must notify their supervisor at least three (3) hours before the start of their regular shift or earlier.
- G. Lieutenants who work on a designated holiday or other reasons approved by the chief or designee will be entitled to in lieu of time.
  - In lieu of time will be tracked on a calendar year basis and needs to be used by the end of February of the following year.
  - In lieu of time will not be paid out upon separation.



## CHAPTER 22

### EMPLOYEE ASSISTANCE PROGRAM

The City of Plymouth will provide an Employee Assistance Program.

PROGRAM OBJECTIVES: The City of Plymouth recognizes that a wide-range of problems, although sometimes not directly associated with one's job responsibilities, can have an adverse effect on an employee's job performance, and that such problems may be a result of stress experienced in the course of employment. In most instances, employees overcome such personal problems independently and the effect on job performance is negligible. The employee assistance program will be available to regular full and part-time employees. Program information is available through Human Resources. The City of Plymouth works with Aurora Health Care and their phone number is 1.800.236.3231. This program is confidential and the City of Plymouth does not know who is calling them.



## CHAPTER 23

### HARASSMENT

- 23.01 POLICY: It is the policy of the City of Plymouth to maintain and provide a working environment free of any form of employee harassment, including sexual harassment or intimidations. See the Appendix G section for the City of Plymouth harassment policy.





## CHAPTER 24

### AMENDMENTS

- 24.01      PURPOSE: This chapter sets forth the procedure to be followed in amending this manual.
- 24.02      AMENDMENT PROCEDURE: When it becomes necessary or desirable to amend one or more provisions or policies of this manual, such amendment may only be made by action of the City of Plymouth Common Council.



# APPENDIX A: Work Place Violence Policy



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## Workplace Violence Policy

**Issue Date:**  
January 31, 2012

**Revision(s):**  
April 2025

**Pages:**  
7

**Policy Number:**  
Appendix A: Workplace Violence

**Special Instructions: None**

### I. PURPOSE

The city is committed to providing a safe workplace for its employees and a safe environment for the citizens of the community, and has a zero-tolerance policy toward any intimidating, threatening or violent behavior at the workplace. This policy applies to any form of workplace violence occurring on the worksite, or involving city employees engaged in the performance of their work duties whether on or off the worksite. Violence occurring at other locations involving city employees will come under this policy if it adversely affects the interests of the city. In addition, this policy applies to domestic violence situations when physical harm, threat of harm or fear of harm creates a safety issue for any employee while performing their job. Domestic violence threats at work must be met with the same level of response as any other kind of threat. Supervisors will work to the extent reasonably possible to ensure that employees are free from intimidating, threatening and violent behavior while at work.

### II. POLICY

Employees who display intimidating, threatening and/or violent behavior will be held accountable under city policy and work rules, as well as local, state and federal law. An employee who harasses, threatens, attempts to or inflicts bodily harm to co-workers, representatives of other agencies, or members of the general public is in violation of this policy. All city supervisors and employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Employees are prohibited from bringing concealed and/or unconcealed weapons, as defined by state statute to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms stored in an employee's personal vehicle, even while on city business, and does not apply if the firearm is in a vehicle driven or parked in a parking facility, or to any part of the building, grounds or lands used as a parking facility, as well as city parks (employees who use city provided vehicles are prohibited from carrying any weapon unless the individual is a sworn law enforcement officer). Law enforcement officers employed by the city Police Department or other agencies may bring firearms to the worksite if authorized by the Chief of Police. Patrons and employees are prohibited from carrying a concealed or unconcealed weapon in the Police Department or areas used as municipal court while in session (this prohibition does not apply to vehicles driven or parked at such locations).



## **A. Prevention Techniques**

Often violence occurs in the workplace after a series of unheeded warning signs. A troubled employee may make overt threats, exhibit personality changes, or show signs of severe depression. If an employee feels these signs are being ignored, they may feel justified in moving to the next level. Prevention starts with these early warning signs and making those in authority aware of employee behavior which could signal a potentially violent act.

### **1. Early Warning Signs**

There is not one single profile that identifies a potentially violent individual. However, based on historical incidents in the United States, the following identifying factors have been recognized:

- History of violence;
- Romantic obsession that is ignored or rejected;
- Chemical dependence;
- Severe depression due to personal problems;
- Pathological blaming of others;
- High frustration with an individual's work or personal environment;
- Fascination with guns or other weapons;
- Fascination with violence or terrorism;
- Substitution of work for family or friends;
- Paranoia or belief that the system is unfair;
- Inability to accept criticism;
- Does not accept responsibility for their actions;
- Intimidating, harassing or threatening behavior;
- Uneven job performance and large mood swings;
- Moral or political intolerance;
- Social isolation to low self-esteem;
- Chronic disputes with co-workers or supervisors.

### **2. Sequence of Workplace Violence**

Acts of violence are often preceded by the following sequence of events:

- a. The perpetrator suffers some type of trauma that creates extreme tension or anxiety. This may result from a single major event (actual or perceived) or a series of cumulative minor events.
- b. The perpetrator perceives that their problems cannot be resolved.
- c. The perpetrator blames someone else (i.e. supervisor, co-worker, spouse, etc.) for the situation or problem.
- d. The perpetrator's frame of reference becomes increasingly egocentric.
- e. Self-preservation and self-protection gradually become the person's sole objective.
- f. A violent act is perceived as the only way to resolve the situation.
- g. A violent act is attempted or committed.

## **B. Responsibilities and Reporting Procedures**



**1. Employee Responsibilities**

- a. All city employees have a responsibility to notify their immediate supervisor, or in the absence of their supervisor, another supervisor or the City Administrator/Utilities Manager, of any intimidating, threatening or violent behavior that they witness, receive or have been told that another person has witnessed or received. The notified supervisor shall make a determination whether to contact the Plymouth Police Department or sheriff's department. The City Administrator/Utilities Manager should be notified if a law enforcement entity is notified of potential workplace violence.
- b. Employee involvement entails understanding and complying with the prevention program and security measures; participating in complaint or suggestion procedures covering safety and security concerns; making recommendations for corrective strategies; and participating in training and education programs.

**2. Management Responsibilities**

- a. All supervisors have a responsibility to review this policy with new employees and from time to time review this policy with all employees within their department. Additionally, they are responsible for maintaining a working environment that is as safe as possible for city employees.
- b. If information received determines there may be potential for a threatening or violent situation, it is the supervisor's responsibility to immediately notify the City Administrator/Utilities Manager, Police Chief or Deputy Police Chief, and the Department Head. Supervisors are required to maintain a written record that documents the incident until such time as that information is turned over to the Department Head and City Administrator/Utilities Manager, or if appropriate a law enforcement officer.

**C. Retaliation**

1. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by the City of Plymouth and by federal statutes.
2. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for workplace violence complaints.
3. Monitoring to ensure that retaliation does not occur is the responsibility of the direct supervisor, City Administrator/Utilities Manager, and the Finance & Personnel Committee.

**D. Restraining Orders**



1. Individuals who apply for and obtain a protective or restraining order must provide a copy to their supervisor and the City Administrator/Utilities Manager:
  - a. A copy of the petition and declaration used to seek the order.
  - b. A copy of any temporary protective restraining order and/or
  - c. A copy of a protective restraining order that is made permanent.
2. In cases of potential discrimination and/or sexual harassment allegations or charges, managers are obligated to begin the investigatory process.

**E. Workplace Violence Review Team – Safety Committee**

1. The Workplace Violence Review Team shall be the Safety Committee. The team will meet to review situations as may be deemed appropriate and will discuss potential solutions or ideas on how to prevent workplace violence.
2. The Workplace Violence Review Team may submit findings and/or recommendations to the Finance & Personnel Committee for consideration. Such recommendations may be related to personnel policies, work rules, and safety measures to prevent workplace violence.
3. The Safety Committee shall maintain a record of such recommendations as part of a formal meeting. Such recommendations may be made in writing and will be incorporated into the official meeting minutes of the Safety Committee.

**F. Hazard Prevention and Control**

1. From time to time the city may conduct workplace violence prevention training programs.
2. **Worksite Review & Reporting:**  
To the extent possible, supervisors should assess the work environment for signs of potential violence or workplace hazards. All employees must identify and report incidents of threats or violence to their immediate supervisor and/or City Administrator/Utilities Manager. Supervisors must discuss potential trends pertaining to particular areas, units, jobs, activities or times, the frequency and severity of incidents with their immediate supervisor and/or City Administrator/Utilities Manager.
3. **Administrative Control Measures:**  
The city will maintain rules that clearly prohibit violence, harassment, fighting, weapons, and drugs and alcohol. Management has the ability to implement different work schedules or working arrangements to prevent workplace violence.

**III. DEFINITIONS**

**A. Intimidation or Threat**

1. Implication or expression of intent to inflict physical or emotional harm and/or actions that a reasonable person would perceive as a threat to personal safety or property.
2. Words or actions which cause a person to avoid social contact or to do or refrain from doing an act, including supervisory discipline, by inducing fear.



3. Threatening behaviors include, but are not limited to:
  - a. Non-verbal threats (i.e. glaring, staring with the intent to intimidate, or insulting gestures).
  - b. Mail, facsimile, messages, phone calls, e-mail or any correspondence deemed by a reasonable person to be intimidating, threatening or coercing.
  - c. Intimidating, stalking or coercing fellow employees on or off premises at any time, for any purpose, that in the employer's judgment affects the interest of the city.

**B. Violence**

1. Any direct, conditional or implied threat, intentional act or other conduct which reasonably arouses fear, hostility, intimidation or the apprehension of harm in its target or witnesses, regardless of the location of such acts.
2. Workplace violence: Includes vandalism or the destruction of property at the worksite belonging to an employee, citizen, vendor or the city. The city property includes all items owned or leased.
3. Weapons: Includes any items which, in the manner it is used or intended to be used is likely to produce death, physical injury or property damage.
  - a. Weapons (of any type) may not be brought (whether assembled or unassembled) to the worksite. Unauthorized weapons may not be with their personal belongings on the worksite. The worksite shall not include the personal vehicle of the individual.
  - b. Law enforcement officers employed by the City of Plymouth Police Department or other agencies may bring firearms to the worksite if authorized by the Chief of Police.

**C. Weapon:**

"Dangerous weapon" as defined in Wis. Stat. § 939.22(10) means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood; any electric weapon, as defined in Wis. Stat. § [941.295 \(1c\) \(a\)](#); or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

**D. Workplace/Worksite**

Any location where employees are carrying out their job duties or are contacted for reasons related to their job duties.





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**WORKPLACE VIOLENCE REPORT**  
**Submit to: City Administrator/Utilities Manager**

<b>EMPLOYEE</b>	
Reporting Person	Telephone Number: Work:                      Home:
Work Office Address (street, city, state, zip)	Employee Job Title or Classification
Supervisor's Name	Telephone Number:
<b>INCIDENT</b>	
Name of Assaulter/Threatener:	Are they an employee? Yes   No
Date of Assault/Threat:	Location:
Assault/Threat was from: Personal Confrontation   Telephone Conversation   Other Please Explain:	
Were there witnesses? Y N If yes, how many? _____. Provide information below and attach their statements. Determine if witnesses prefer to remain anonymous due to the concern of retaliation by the aggressor.	
<b>WITNESSES</b> <i>(If additional witnesses, provide information on attached sheet of paper.)</i>	
Witness 1 – Name	Telephone Number Work:                      Home:
Address (street, city, state, zip)	Witness Role (employee, customer)
Witness 2 – Name	Telephone Number: Work:                      Home:
Address (street, city, state, zip)	Witness Role (employee, customer)
<b>IF ASSAULTED</b> , answer the following questions:	
1. What started the assault?	
2. What did the person say when you were assaulted?	
3. What was used to hit/strike/injure you?	
4. What injuries did you sustain? Was medical treatment necessary?	
5. How did the assault end?	
6. How did you leave the assault site?	
<b>IF THREATENED</b> , answer the following questions:	



1. As closely as possible, what were the exact words used?		
2. Was the person in a position to carry out the threat immediately?		
3. How serious do you believe the threat was, and why?		
<b>EMPLOYEE RELATED ACTIONS</b> <i>(Employee must complete)</i>		
1. What actions did the employee take? <i>(i.e. filed worker's compensation, obtained medical treatment, used sick leave, vacation, etc.)</i>		
2. What specific actions from the City does the employee request related to assault/threat? If none, so indicate.		
<b>LAW ENFORCEMENT INFORMATION</b> <i>(Attach copy of police report when possible)</i>		
Law Enforcement Agency Contacted Name of Person/Officer:	Date Contacted	Telephone Number
Was a written report completed? YES NO What action was taken/promised?		
<b>SUPERVISOR'S ACTIONS</b>		
Directions given to employee <i>(i.e. go home, go to hospital, etc.)</i>		
Manager Recommendations: Prosecution Restraining Order Letter to Threatener Other <i>(specify)</i> :		
<b>NOTIFICATION DATES</b>		
Date report was received:	Was employee notified of chosen action? YES NO	Anyone else notified? YES NO Who?
Was management notified? YES NO	Was EAP notified? YES NO	Was the employee/management notified of other options that can be pursued personally? YES NO

This Report Was Completed By: \_\_\_\_\_ Date: \_\_\_\_\_



# **APPENDIX B: Employee Injury/Illness Reporting & Investigation Policy**



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## EMPLOYEE INJURY/ILLNESS REPORTING AND INVESTIGATION POLICY

**Issue Date:**

January 31, 2012

**REVISION UPDATE(S):**

April, 2025

**TOTAL PAGES:**

4 Pages

**Policy Number:**

Appendix B: Employee Injury/Illness Reporting and Investigation Policy

### I. PURPOSE

The purpose of this policy is to outline the procedures, methods and techniques used to report and investigate employee injuries and illnesses occurring in the City of Plymouth and to identify the root causes of injury or illness, and help prevent future occurrences.

### II. RESPONSIBILITIES

Departments shall be responsible for:

1. Overseeing the overall employee injury or illness reporting and investigation process.
2. Communicating and supporting needs resulting from the investigation process.
3. Participating in the investigation process.
4. Assisting in budgeting and implementation of any corrective actions recommended from the investigation process.

Supervisors shall be responsible for:

1. Supporting the employee injury or illness reporting and investigation process.
2. Participating in the investigation process.
3. Assisting in the implementation of any corrective actions recommended from the investigation process.

Employees shall be responsible for:

1. Promptly reporting work-related injuries or illnesses as required by this policy.
2. Participating in the investigation process.
3. Assisting in the implementation of any corrective actions recommended from the investigation process.

### III. REPORTING EMPLOYEE INJURIES AND ILLNESSES

The following procedures for reporting employee injuries or illnesses will be followed by all City of Plymouth employees, including full-time, part-time, temporary, and seasonal employees.

Failure to appropriately report injuries or illnesses as outlined in this policy may result in disciplinary action up to and including termination. Additionally, knowingly reporting incidents, injuries, or illnesses that are not resulting from the course and scope of your employment with



City of Plymouth is prohibited and may result in disciplinary action up to and including termination. Lastly, disciplinary action may be further warranted depending on the circumstances of the incident and the employees work history (e.g., failure to follow safety rules/policies etc.).

### *Employee Injury/Illness Reporting*

Any employee who sustains a bodily injury or illness as a result of their employment with the City of Plymouth is to report it to their immediate supervisor as soon as possible, but no later than within 24-hours of the incident, injury, or onset of symptoms. The employee will be responsible to report the incident, injury, or illness by completing and signing an **Employee Injury or Illness Report Form** in its entirety and return it within 24 hours to the appropriate Supervisor or Department Head. Supervisors are responsible for completing and signing the corresponding **Supervisor Investigation of Injury or Illness Form** for each employee injury or illness. For exposures to blood or other potentially infectious materials refer to the City of Plymouth's Exposure Control Plan.

Once the Employee Injury or Illness Report Form is completed, it shall be forwarded to **the appropriate Supervisor. A copy of the form should be submitted by the Department Head to the Human Resources Office** within 48 hours so the required WKC-12 form can be generated and sent to the City's Workers Compensation Insurance carrier or administrator. A copy of the Supervisor Investigation of Injury of Illness Form should also be submitted to Human Resources Office as soon as possible.

## **IV. INJURY OR ILLNESS INVESTIGATION**

As soon as practical following any reported injury or illness, an investigation as outlined in this policy will be initiated and completed by the supervisor. Depending on the severity level and type of incident or injury, an exhaustive investigation may be required or a simple review and immediate corrective action. The purpose of the investigations will be to identify the primary root cause(s), identify corrective measures required to eliminate the cause(s), and establish when corrective actions will be taken and by whom.

## **V. INVESTIGATION PROCEDURES**

The following procedures shall be followed as soon as practical following an incident or report of injury or illness. The procedures below are designed to assist in identifying root causes and developing a corrective action plan as deemed necessary. Investigation steps can be added to the procedure; however, procedure steps outlined below shall not be removed or omitted and are considered a "minimum."

### *Employee Injury/Illness Investigation Procedure:*

1. Supervisor or their designee for the department shall gather and document the necessary facts of the incident or reported injury/illness using the *Supervisor Investigation of Injury or Illness form* and any other relevant documentation (i.e., employee injury or illness reports,



accounts, statements, descriptions, photos, measurements, drawings, manufacturer data, etc.).

2. Supervisor or their designee is to question any witnesses to the incident or reported injury or illness and document responses in a written format with additional information as needed.
3. Supervisor or their designee may conduct a *Job Hazard Analysis (JHA)* to assist in identifying the root causes and potential corrective measures required to prevent future occurrences.
4. Supervisor or their designee for the department may develop a corrective action plan and timeline for implementation and follow-up.

#### **VI. INVESTIGATION RECORD RETENTION**

All documentation related to employee injuries or illnesses will be maintained at Human Resources Office for duration of employment plus 12 years.

#### **VII. RETURN TO WORK AUTHORIZATION**

In all cases of injury or illness requiring the services of a physician or medical professional, it is the responsibility of the employee to obtain from a physician or medical professional a release authorizing the employees return to work. The release shall include the date upon which the employee may return to work and any work restrictions with length of time for restriction. No employee may be allowed to return to work without a properly signed and documented release from a physician or other medical professional. In addition, work restrictions may result in a denial to return to work by the supervisor based on the job duties and work responsibilities.

#### **VIII. LIGHT DUTY STATUS**

It is in the best interest of the City and its employees to have injured or ill employees return to work as soon as they are physically capable. Therefore, following the occurrence of either a work-related injury/illness or a non-work-related injury/illness, an employee who is determined to be capable of working at some level and capacity other than their normal capacity may be assigned such work and conditions as may be beneficial to the City. If the employee is disabled or pregnant, these procedures may be modified to comply with applicable state and federal laws related to light duty in consultation with Human Resources.

##### *Light Duty Procedure:*

1. The appropriate Department Head having general oversight authority for the employee's area of responsibility shall review each case on an individual basis and shall determine if the employee's health status and the pertinent department's work environment are such that the injured/ill employee could fulfill a light duty work status. The Department Head shall consult the employee and such medical and/or professional personnel as may be appropriate. If a Light Duty Work Status is recommended by the Department Head, a written medical opinion from a qualified doctor, stating that the employee is able to return to





work in a Light Duty Work Status is required. Based on the doctor's written statement, the Department Head shall identify the duties that would be performed by the employee as well as the recommended length of the Light Duty Work Status and the employee's work schedule. The Department Head will make a recommendation to Human Resources the City Administrator/Utilities Manager.

2. The employee may be directed by the Department Head to any medical authority (at City expense) for a medical examination when it is considered appropriate.
3. The Department Head and Human Resources shall establish the terms and conditions, as well as the duration of the Light Duty Work Status, based on the circumstances in each specific case (including Department work needs). The Department Head shall immediately advise the employee and direct the employee to report for Light Duty work as defined. An employee who is authorized and assigned a Light Duty Work Status shall continue in their status as an employee of the City with the same wage and benefits that were assigned to their permanent position. Failure to report for or to carry out the assignments of the Light Duty Status shall be considered misconduct.
4. Light Duty Work Status shall not exceed a six (6) month period of time in any thirty-six (36) consecutive month period. An employee who is placed on a Light Duty Work Status and is physically unable to resume full duties (as defined by the employee's official job description) at the end of the six (6) month period of time, shall either be permanently reclassified or reassigned, placed on a Medical Leave of Absence without compensation, or terminated. Such decision shall be made by the Common Council (or by the Library Board and Police and Fire Commission), upon the recommendation of the Department Head and/or City Administrator/Utilities Manager. Such decisions shall be made based on the circumstance of each unique case.
5. Light Duty Status and related assignments are at the sole discretion of management.

#### **IX. REVIEW COMMITTEE**

To aid in the overall investigation process, the Safety Committee will review incidents and employee injury or illness reports on an ongoing basis. The Safety Committee will assist in trend analysis and employee communications.

#### **X. POLICY REVIEWS**

This policy will be reviewed from time to time by the Finance & Personnel Committee and Safety Committee to ensure that any changes in applicable safety standards, operational procedures, or safe practices that have occurred will be incorporated to ensure compliance.



# APPENDIX C: Family Medical Leave Policy



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## Family & Medical Leave Act (FMLA) Policy

**Issue Date:**  
2013

**Revision(s):**  
April 2025

**Pages:**  
5

**Policy Number:**  
Appendix C Family & Medical Leave Act (FMLA) Policy

### I. PURPOSE

To grant family, medical and military leaves to qualified employees in accordance with the Wisconsin Family and Medical Leave Law and the federal Family and Medical Leave Act.

Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Law (§103.10, Wis. Stats.) and/or the federal Family and Medical Leave Act. When both leaves are applicable, the leaves shall run concurrently. Employee rights posters for both laws are in the workplace for reference by all employees.

### II. WISCONSIN FMLA POLICY

Any employee who has worked for more than 52 weeks (for a minimum of 1,000 paid hours) is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid vacation or sick leave). Any leave, with or without pay, which is designated as leave under FMLA will count against the employee's FMLA entitlement. The substitution of paid vacation or sick leave during FMLA leave does not extend the employee's FMLA entitlement.

The amount of unpaid leave available in a calendar year pursuant to Wisconsin's law is presently as follows:

#### A. Family Leave

1. Up to a maximum of six (6) weeks per twelve (12) month period, calendar year, for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.
2. Up to a maximum of two (2) weeks leave per twelve (12) month period, calendar year, to care for a child, spouse, parent, parent-in-law, domestic partner [as defined in Wis. Stat. § 40.02(1) and § 770.01(1)], or domestic partner's parent who has a serious health condition.

Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period, calendar year.



## B. Medical Leave

1. A maximum of two (2) weeks per twelve (12) month period, calendar year, for the employee's serious health condition.

[NOTE: "Serious health condition" means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.]

## III. FEDERAL FMLA POLICY

Any employee who has worked for more than 12 months (for a minimum of 1,250 hours) is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee will be required to substitute definite and certain paid leave benefits for unpaid leave, except for the period of leave running concurrently with Wisconsin leave, during which time the employee may choose whether to substitute paid leave benefits.

The federal law provides 12 weeks of unpaid leave during a 12-month period, calendar year, for any covered purpose, which are:

- a. The birth and first year care of a child or a child who has been placed with the employee for adoption or foster care.
- b. To care for a child, spouse or parent who is suffering from a serious health condition.
- c. For a serious health condition of the employee that makes the employee unable to perform his or her job duties.
- d. Because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on covered active duty or call to covered active duty as a member of the Armed Forces, National Guard, or Reserves.

The federal law also provides for 26 weeks of unpaid leave during a single 12-month period in the case of covered service member caregiver leave because the employee is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible employee takes leave for this purpose.

[NOTE: A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or



incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.]

#### **IV. INTERMITTENT LEAVE**

Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the city for any other type of leave. This leave is approved by the department head along with Human Resources.

- a. Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the city agrees;
- b. State family leave for birth/placement or care of a child, spouse, parent or parent-in-law with a serious health condition may be taken as partial absences from employment if scheduled so as not to unduly disrupt the city's operations.
- c. Federal leave based on a serious health condition of an employee, employee's child, spouse or parent may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the city agrees otherwise.
- d. Federal leave due to a qualifying exigency may be taken on an intermittent basis as needed.
- e. State medical leave for self may be taken in non-continuous increments as medically necessary.
- f. Leaves will be granted in hourly increments or less as may be specified in policies or labor agreements. The employer may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for leave.
- g. Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the city with reasonable advance notice.

#### **V. BENEFITS**

The city is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. If applicable, in addition to paying their portion of health insurance premiums, employees shall be required to pay the employee share of life insurance during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee will be required to



reimburse the city for the employee's cost of these benefits while the employee was on unpaid leave.

## **VI. NOTICE**

Both state and federal law provide that the employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws to avoid undue disruption of the city's operations. The city requests that 30 days advance notice be provided whenever possible.

To receive FMLA leave, an employee must complete an FMLA leave request form available from Human Resources and return it to Human Resources. If an employee is unable to do so because the need for leave was not foreseeable, a request may be made verbally. Supervisors are not to discuss medical conditions or leave requests with employees but are to forward the requests to Human Resources. Human Resources shall evaluate the request and provide a response to the employee approving or denying the request and providing the employee with a "Notice of Eligibility and Rights & Responsibilities (Family and Medical Leave Act)" and a "Designation Notice (Family and Medical Leave Act)" within five (5) business days, absent extenuating circumstances, of the employee's request. If Human Resources needs additional information to determine whether a leave is being taken for an FMLA-qualifying reason, Human Resources may wait until they have received the requested information from the employee and then notify the employee whether the leave will be designated as FMLA leave with the "Designation Notice" within five (5) business days, absent extenuating circumstances, after obtaining the information.

The city may require employees to provide medical certification supporting the need for leave due to a serious health condition, second or third medical opinions (at the city's expense) and periodic recertification, and periodic reports during FMLA leave regarding the employee's status and intent to return to work. A medical certification form must be presented by the employee within fifteen (15) days of being asked to do so by the city. A return-to-work form from a physician will, in most cases, be required in the case of an employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the employee's supervisor reasonably determines for the sake of safety that a medical authorization is advisable.

The city may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. The city may require an employee seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave.

## **VII. UPON RETURN TO WORK OR EXHAUSTION OF LEAVE**

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. FMLA leaves shall not be counted as absences for disciplinary purposes. Upon exhaustion of the



FMLA leave, continued absence may be allowed by other paid leave or in the case of no other paid leave, the employee may be terminated.

#### **VIII. WORKER'S COMPENSATION**

To the extent allowed by law, Worker's Compensation leave will run concurrently with FMLA leave.

#### **IX. CONFORM WITH EXISTING LAWS**

This policy does not provide any greater benefits than those provided by the family and medical leave laws. Any change in the law will impact upon the operation of this policy by modifying its provisions to conform with the law.





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# APPENDIX D: ADA Title I Policy



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## Americans With Disabilities Act (ADA) Title I Policy

**Issue Date:**

June 26, 2012

**Revision(s):**

April 2025

**Pages:**

6

**Policy Number:**

Appendix D ADA Title I Policy

### I. **PURPOSE**

This policy outlines the provisions of the Americans with Disabilities Act (ADA) of 1990 and the rights and obligations of employees and the city under federal and state law.

### II. **POLICY**

In accordance with the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, the ADA Amendments Act of 2008 and the Wisconsin Fair Employment Act, the City of Plymouth prohibits discrimination against qualified individuals with disabilities in all employment practices, including: job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. The City of Plymouth is committed to providing accommodations for eligible employees, citizens and/or applicants with documented disabilities.

#### A. **Application Process**

In accordance with the law, all applicants for city positions must have accessibility to all steps in the selection process and are protected from disability related questions that could potentially screen them out of the application process. Applicants may not be asked questions that are likely to elicit information about a disability, including whether an applicant has a particular disability. Inquiries regarding an applicant's medical or worker's compensation history will not be asked. However, applicants will be asked questions concerning their ability to perform the essential functions of a job. An applicant may not be asked to describe or demonstrate how they would perform the job functions, unless all applicants are asked to do this or if the disability is obvious or the applicant discloses a hidden disability.

Reasonable accommodation will be provided to qualified applicants during the selection process to ensure that all applicants have accessibility to all phases of the process. Accommodations may include making an interview room accessible, or supplying an interpreter or reader.

#### B. **Pre-Employment**

Pre-offer physicals are prohibited by the city, as are inquiries regarding the existence of an applicant's disability or the nature and severity of the disability.

After an offer of employment has been extended, it may be conditioned on the results of a medical examination, as long as all individuals in the same job category have to



undergo a medical exam. The information received during medical examinations will remain confidential. However, a supervisor may be told of a candidate's necessary restrictions and/or accommodations.

If the existence of a disability is revealed during the medical exam, the offer of employment may not be withdrawn unless: (1) the reason is job related and consistent with business necessity and no reasonable accommodation can be made; (2) the disability poses a *direct threat* to the health and safety of the applicant, other employees or the general public, and which cannot be eliminated by reasonable accommodation.

**C. Reasonable Accommodation**

The city is committed to making reasonable accommodation in job duties, the work environment, and the application process to enable a qualified individual with a disability to enjoy equal employment opportunities, as long as such accommodations do not constitute an undue hardship on the city.

**D. Complaint Procedure**

If an employee believes they have been discriminated against in employment on the basis of disability, an internal complaint may be filed through the city's harassment complaint procedure, or a formal complaint may be filed with the Wisconsin Equal Rights Division of the Department of Workforce Development and/or the federal Equal Employment Opportunity Commission.

**III. PROCEDURE**

**A. Requests for Accommodation**

An employee who believes they need a reasonable accommodation to perform an essential function of their job should make that request through their direct supervisor, the ADA Coordinator, Human Resources, and/or City Administrator/Utilities Manager. The city will work with the employee to determine if their disability can be reasonably accommodated.

When a request for accommodation is received by a supervisor or when it is apparent that a reasonable accommodation may enable an individual with a disability to perform the essential functions of the position or participate in the employment process, the employee should be directed to submit a **"Reasonable Accommodation Request Form"** with appropriate supporting documentation to their direct supervisor and the Department Head. A copy of the "Reasonable Accommodation Request Form" should be filed with the ADA Coordinator and Human Resources. If the request for reasonable accommodation is verbal, the supervisor and Department Head shall create a report on the reasonable accommodation request and forward a copy to the ADA Coordinator and Human Resources.

All requests for accommodation shall be responded to in a timely fashion, after the supervisor has engaged in the "interactive process" with the employee requesting



accommodation. Supervisors are encouraged to request assistance from the ADA Coordinator, Human Resources and/or the City Administrator/Utilities Manager.

The city reviews all requests for accommodation on a case-by-case basis and may provide a reasonable accommodation that allows the qualified individual with a disability to achieve the same level of job performance as other similarly skilled employees. The city is not obligated to provide an accommodation that causes an undue hardship on the city.

**B. Documentation of Request for Accommodation**

Documentation of the request for accommodation and the response (provided on the ***“Response to Accommodation Request Form”***) by the supervisor and ADA Coordinator should be forwarded to Human Resources and shall be kept in a confidential file (separate from personnel and/or medical files).

**IV. DEFINITIONS**

- A. “Disability” as defined under the Americans with Disabilities Act of 1990** (42 U.S.C. sec. 12101) A qualified individual who has a physical or mental impairment that substantially limits one or more major life activities (and includes times when the impairment is episodic or in remission); a person who has a record of such impairment; a person who is regarded or perceived to have an impairment; or has a known association or relationship with an individual with a disability.
- B. “Disability” as defined under the Wisconsin Fair Employment Act** (Section 111.32) A physical or mental impairment which makes achievement unusually difficult or limits the capacity to work; has a record of such an impairment; or is perceived as having such an impairment.
- C. Direct Threat To Safety**  
A significant risk to the health or safety of the individual or others that cannot be eliminated by reasonable accommodation.
- D. Essential Job Functions**  
Those activities of a job that are the core to performing the position that cannot be modified. A function is essential if: the job exists to accomplish the function, only a limited number of employees can perform the function, the function is highly specialized and an employee is hired for their expertise in the area. Other factors that may be considered in determining whether a function is essential are: the amount of time an employee spends performing the function, the consequences if the employee were not required to perform the function, the work experience of previous employees who held the job, and the work experience of employees in similar jobs.
- E. Interactive Process**



The process by which an agent of the employer and individual requesting accommodation engage in, to discuss physical or mental abilities and limitations as they relate to the job's essential functions and to determine possible job accommodations.

**F. Major Life Activities**

Caring for one's self, performing manual tasks, walking, sitting, standing, seeing, hearing, eating, breathing, speaking, sleeping, reproducing, working, learning, thinking, concentrating and interacting with others, as well as major bodily functions (i.e. endocrine, neurological, reproductive).

**G. Qualified Individual with A Disability**

A person who meets legitimate skill, experience, education, or other requirements of an employment position that they hold or seek, and who can perform the "essential" functions of the position with or without reasonable accommodation.

**H. Reasonable Accommodation**

Any modification or adjustment to a job or the work environment that will enable a "qualified" applicant or employee with a disability to participate in the application process or to perform essential job functions. Examples of reasonable accommodation include: making facilities readily accessible, job restructuring, modifying work schedules, implementing flexible leave policies, reassignment to a vacant position, acquiring or modifying equipment or devices, adjusting or modifying tests, training material or policies, and providing qualified readers or interpreters.

**I. Undue Hardship**

An action that is excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business.



## AMERICANS WITH DISABILITIES ACT (ADA) EMPLOYEE ACCOMMODATION REQUEST

Protection is afforded under the ADA to a qualified individual with a disability, who can perform the essential functions of the position, *with or without reasonable accommodation*.

**Instructions:** Please complete the form and attach supporting documentation from your physician and a return to work authorization (as appropriate). Submit completed form to your direct supervisor.

Name:

Address:

Department:

Position

Supervisor:

Telephone Numbers: Work:

Home:

Other:

**I. Accommodation Request: Please list accommodations requested and reason for request:**

Signature:

Date:







# APPENDIX E: Corrective Discipline Policy



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## Corrective Discipline Policy

**Issue Date:**

September 12, 2011

**Revision(s):**

April 2025

**Pages:**

6

**Policy Number:**

Appendix E Corrective Discipline Policy

**Special Instructions:** This is a corrective discipline policy for employees who are not covered by public safety union contracts or fall under the jurisdiction of the Police and Fire Commission. The policy is applicable to all other union employees as of January 1, 2014. This policy shall apply to all non-represented employees as of October 1, 2011.

### I. PURPOSE

The purpose of this policy is to state the City of Plymouth's policy on administering discipline, and to clearly communicate to management, supervisors and employees the elements of disciplinary action definitions and processes for discipline. The focal point of this policy is to correct employee misconduct or inappropriate behavior, and eliminate future occurrences of misconduct.

The corrective discipline process is designed to be constructive and corrective and to promote employee success. It gives employees the information necessary to understand what aspect of work performance, attendance or behavior is unacceptable, identifies the improvements that are expected, and provides the opportunity for employees to demonstrate the expected improvements. The goal is to improve performance, attendance, or behavior.

Nothing in this policy and procedure, however, requires management to utilize any particular step or series of steps in disciplinary action. Management may impose any level of discipline, including dismissal or termination, whether or not this is the employee's first unacceptable work performance, attendance or behavior and whether or not a less serious form of discipline has been imposed for any prior performance, attendance, or behavior issues.

### II. POLICY

All city employees are expected to meet a standard of conduct appropriate to the reputation of the city. While at work, employees are responsible to be aware of and abide by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

Under normal circumstances, the city endorses a policy of corrective discipline in which employees are provided with a notice of their deficiencies and an opportunity to improve.



However, the city retains the right to administer discipline in the appropriate manner according to the corrective discipline philosophy.

Corrective discipline by a supervisor should be used to correct or improve unacceptable work performance, attendance, or behavior; to provide an opportunity for employee growth; and to protect the interest of the City of Plymouth. All communications with employees regarding discipline should clearly identify the issues of concern and should be clear and direct.

The following should be done prior to discipline:

- Identify the facts.
- Consider the overall history of performance, attendance, or behavior in the job and length of service.
- Consider the nature, severity and effects of the unacceptable performance, attendance, or behavior.
- Review and consider previous discipline, if any.
- Determine appropriate action based on available information.

Any discussion with an employee concerning discipline should be conducted in a place and manner that respects the privacy of the employee.

### **III. PROCEDURES**

Administration and enforcement of discipline are subject to the general requirements of federal and state law, and discipline must be imposed without motivation that is discriminatory. Therefore, it is the supervisor's responsibility, along with guidance provided by Human Resources and/or the City Administrator/Utilities Manager to apply discipline fairly and consistently.

It is recommended that department management document all steps of the corrective discipline process as they occur, as well as warnings of further corrective action if the performance, attendance, or behavior is not corrected. Such documentation shall be provided to Human Resources and/or the City Administrator/Utilities Manager for review.

In each step, department management is advised to state the next step to be taken if the performance does not improve. However, in cases of serious misconduct, including but not limited to intentional misconduct, theft, dishonesty, or use of illegal substances, the employee may be immediately dismissed, placed on administrative leave, or suspended from the work force.

When an employee's performance, attendance, or behavior is unsatisfactory, a progressive corrective discipline process is strongly advised. The steps involved in the process may include verbal discussion, written warning, suspension without pay, administrative leave, and dismissal or termination. Any disciplinary step may be omitted depending upon the severity of the incident or other relevant circumstances.



## **A. Corrective Disciplinary Actions**

The city's corrective discipline policy incorporates the following series of increasingly severe penalties for repeated violations, misconduct, or for a series of unrelated problems involving job performance or behavior. However, the progression or level of discipline may vary depending on the nature and severity of the behavior or misconduct.

### **1. Counseling**

Employee counseling typically involves an informal meeting between the employee and supervisor, where the employee is made aware of their inappropriate behavior, work rule violation, etc., and guidance is provided as to how the employee can improve their behavior. Counseling may be more formal, involving a third party, if warranted. Formal counseling is appropriate when alcohol, drugs or personal problems are the source of the employee's work-related problem. Counseling should be designed to resolve the problem early and avoid the need to take punitive action.

### **2. Verbal Warning**

This type of notice occurs when a supervisor verbally warns an employee regarding inappropriate behavior, poor performance, a work rule violation, insubordination, etc. Verbal warnings are given when counseling has failed to produce the desired result or the behavior is clearly unacceptable. Supervisors should meet with the employee in private to discuss their behavior or conduct and future expectations, including a clear explanation of the consequences of the failure to correct the problem. All verbal warnings should be documented in writing. A memorandum documenting the facts of the situation (specific violation(s), date/time of violation(s), prior related discipline, standards for future conduct, and warning of further corrective discipline for non-compliance, and any follow-up action to be taken) should be prepared by the supervisor. The memorandum should be given to the employee and forwarded to Human Resources.

### **3. Written Warning**

A written notice occurs when an employee's behavior, misconduct or poor performance is documented in a written letter and retained in the employee's personnel file. The notice should contain the specific violation(s), the date and time of the violation(s) (or period of time), prior related discipline, specific standards for future conduct (including timelines, if appropriate), warning of further corrective discipline for non-compliance, and any follow-up action to be taken.

### **4. Suspension**

A suspension occurs when an employee is involuntarily relieved from work for a certain number of days, with or without pay. Typically this occurs when prior



warnings have not been successful in correcting employee behavior or the misconduct or violation is more serious in nature. The supervisor shall review the necessary facts and information with the City Administrator/Utilities Manager and Human Resources and the suspension shall be approved by the City Administrator/Utilities Manager. [Non-exempt Employees under the FLSA may be suspended in increments of any length; exempt employees under Wisconsin law may only be suspended without pay in increments of a work week].

**5. Administrative Leave**

Under certain circumstances, administrative leave may or may not be a part of the corrective discipline process. Administrative leave may occur during an investigation. During an investigation, all city property in the possession of the employee (e.g. ID, keys, computers etc.) should be collected.

**6. Termination or Dismissal**

Termination or dismissal is the permanent removal of an employee from city employment. Termination or dismissal is administered in situations where previous attempts to correct an employee's behavior have failed or the severity of the level of misconduct justifies the termination.

Prior to termination, Human Resources and the City Administrator/Utilities Manager should undertake an investigation, which incorporates relevant documentation. The City Administrator/Utilities Manager along with Human Resources shall decide whether termination or dismissal is appropriate and may consult with the City Attorney or outside legal counsel, if necessary. Employees terminated for unsatisfactory performance, attendance, or behaviors are not eligible for rehire at the City of Plymouth. The Mayor and Common Council shall review and approve the termination or dismissal of all department heads.

**B. Documentation**

It is imperative for corrective disciplinary proceedings to be properly, completely and consistently documented. Proper documentation helps to support supervisor's disciplinary actions and is necessary to communicate to employees what behavior or action was inappropriate or a violation of city policy, procedure or rule.

**C. Attendance – Job Abandonment**

When an employee does not report to work for three consecutive, scheduled workdays and does not communicate with the department as to their whereabouts or intentions regarding the job, the department should terminate the employee for job abandonment. Prior to taking such action, department management is advised to make every reasonable effort to contact the employee to determine the employee's intentions regarding the job.



**D. Applicability**

This procedure applies to all employees of the city with the exception of those covered by a collective bargaining agreement that sets out a different disciplinary procedure and those employees under the authority of the Police and Fire Commission or Library Board. When applicable and appropriate, the Library Board is encouraged to follow a similar process.

**E. State Law**

The requirements of federal and Wisconsin law shall supersede the provisions of this Corrective Discipline Policy when a conflict exists.

**F. Modifications, Additions, and Rescissions**

The Mayor and Common Council of the City of Plymouth reserve the right to unilaterally make future modifications, additions, and rescissions to this Corrective Discipline Policy as they deem appropriate.





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## CORRECTIVE DISCIPLINE POLICY REPORT

Employee Name:	Employee No:	Date:
Department:	Date of Incident:	

Action to be taken: ☐ Counseling ☐ Verbal Warning ☐ Written Warning ☐ Written Warning with Suspension  
☐ Administrative Leave ☐ Written Warning with Recommendation for Termination

### NATURE OF INCIDENT: (Check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Violation of city drug / alcohol policy       | <input type="checkbox"/> Substandard or careless work                                | <input type="checkbox"/> Harassment  |
| <input type="checkbox"/> Theft of City Property                        | <input type="checkbox"/> Destruction of city property                                | <input type="checkbox"/> Improper conduct  |
| <input type="checkbox"/> Falsification of Records / False Statements   | <input type="checkbox"/> Violation of safety rules or Work Rules                     | <input type="checkbox"/> Profanity   |
| <input type="checkbox"/> Leaving without permission or Job Abandonment | <input type="checkbox"/> Insubordination / failure to carry out orders of Supervisor | <input type="checkbox"/> Fighting, Threatening or engaging in violence / possession of weapons |

☐ Other: \_\_\_\_\_

### Facts of the incident:

---

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---

### Employee's Comments:

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---

---

If additional space is needed, you may write on the back or add attachments.

### Consequences for failure to improve:

- ☐ Discipline, up to and including termination ☐ Other

---

---

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

### I HAVE READ AND UNDERSTAND THIS REPORT.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above offense(s) have been noted and are made a part of the above employee's personnel file as of this date.

Human Resources Department: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator/Utilities Manager: \_\_\_\_\_ Date: \_\_\_\_\_



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# APPENDIX F: Grievance Policy



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## Grievance Procedure Policy

**Issue Date:**

September 12, 2011

**Revision(s):**

April 2025

**Pages:**

4

**Policy Number:**

Appendix F Grievance Procedure

**Special Instructions:** This is a grievance procedure policy for employees who are not covered by public safety union contracts or fall under the jurisdiction of the Police and Fire Commission. The policy is applicable to all other union employees as of January 1, 2014. This policy shall apply to all non-represented employees as of October 1, 2011.

### I. DISCIPLINE

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City of Plymouth. Disciplinary action may call for any of the steps outlined in the corrective discipline policy – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through all of the discipline steps. The City of Plymouth reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

### II. GRIEVANCE PROCEDURE

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

1. "Employee discipline" includes all levels of corrective discipline, but shall not include the following items:
  - Placing an employee on paid administrative leave pending an internal investigation;
  - Counselings, meetings or other pre-disciplinary action;
  - Actions taken to address work performance, including use of a performance improvement plan or job targets;
  - Demotion, transfer or change in job assignment; or
  - Other personnel actions taken by the employer that are not a form of progressive discipline.



2. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
  - Voluntary quit;
  - Layoff or failure to be recalled from layoff at the expiration of the recall period;
  - Retirement;
  - Job abandonment, "no-call, no-show", or other failure to report to work; or Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.
3. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it,
- A statement of the issue involved,
- A statement of the relief sought,
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place,
- The identity of the policy, procedure or rule that is being challenged;
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
- The employee's signature and the date.

### **III. STEPS OF THE GRIEVANCE PROCEDURES**

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or their designee will investigate the facts giving rise to the grievance and inform the employee of their decision, if possible, within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the City Administrator/Utilities Manager and/or Human Resources who shall conduct the Step 2 investigation.



2. Step 2 – Review by City Administrator/Utilities Manager and/or Human Resources. If the grievance is not settled at Step 1, the employee may appeal the grievance to the City Administrator/Utilities Manager and/or Human Resources within five (5) business days of the receipt of the decision of the department head at Step 1. The City Administrator/Utilities Manager or their designee will review the matter and inform the employee of their decision, if possible, within ten (10) business days of receipt of the grievance.
3. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the City Administrator/Utilities Manager and/or Human Resources decision, a request for written review by an impartial hearing officer. The city shall select the impartial hearing officer. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

The impartial hearing officer will assist the parties in identifying areas of agreement and areas of dispute and hear the parties' respective arguments. The impartial hearing officer may require the parties to submit grievance documents and witness lists in advance of the hearing in order to expedite the hearing. The impartial hearing officer will have the authority to administer oaths and issue subpoenas at the request of the parties. At the end of the hearing, the impartial hearing officer will issue a decision, verbally and/or in writing indicating the reason(s) for the decision, and decided one of three possible outcomes:

- a) Upholding the level of discipline/termination;
- b) Denying the level of discipline /termination; or
- c) Recommending additional investigation prior to final determination. In cases where the impartial hearing officer recommends additional investigation, at the conclusion of the additional investigation, the matter may be automatically referred to the governing body for final review and consideration.

If the impartial hearing officer's decision is appealed, only the issues raised in the hearing may be appealed (issues are not subject to modification in the appeal process).

4. Step 4 – Review by the Governing Body If the grievance is not resolved after Step 3, the employee, City Administrator/Utilities Manager, or Human Resources shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the Common Council of the City of Plymouth. The Common Council shall not take testimony or evidence; it may uphold the decision of the impartial hearing officer or overrule the decision of the impartial hearing officer upon a determination that the hearing officer reached an arbitrary or





incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Common Council's next regular meeting. The Common Council will inform the employee of its findings and decision in writing within ten (10) business days of the Common Council meeting. The Common Council shall decide the matter by majority vote and this decision shall be final and binding. An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee will not be compensated for time spent in processing their grievance through the various steps of the grievance procedure.

#### **IV. APPLICABILITY**

This procedure applies to all employees of the city with the exception of those covered by a collective bargaining agreement that sets out a different disciplinary procedure and those employees under the authority of the Police and Fire Commission or Library Board. When applicable and appropriate, the Library Board and Police and Fire Commission are encouraged to follow a similar process.

#### **V. STATE LAW**

The requirements of the Wisconsin Statutes shall supersede the provisions of this Section when in conflict.



# APPENDIX G: Anti-Harassment & Retaliation Policy



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## **ANTI-HARASSMENT AND RETALIATION POLICY**

### **I. PURPOSE**

The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting, investigating and resolving complaints of harassment, discrimination and retaliation.

### **II. POLICY**

It is the policy of the City of Plymouth that all employees have the right to work in an environment free of all forms of harassment and retaliation. The city will not tolerate, condone, or allow harassment or retaliation by any employee or other non-employee who conducts business with the city. The city considers harassment, discrimination and retaliation of others to be forms of serious employee misconduct. Therefore, the city shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, discrimination and retaliation. A violation of this city policy can lead to discipline up to and including termination, with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

### **III. PROHIBITED ACTIVITY & RESPONSIBILITY**

#### **A. Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

#### **B. Harassment**



Harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance.

1. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
2. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on age, ancestry, arrest & conviction record, color, creed, disability, genetic testing, honesty testing, marital status, military service, national origin, pregnancy or childbirth, race, religion, sex (including sexual harassment), sexual orientation, and use or nonuse of lawful products on the employer's premises during non-working hours. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the city.

**C. Retaliation**

Retaliation is any reprisal against an employee for their involvement in a harassment complaint and may include but is not limited to demoting, firing or harassing the employee.

1. Retaliation against any employee or applicant for filing a harassment or discrimination complaint, for assisting, testifying or participating in the investigation of such a complaint, or for requesting a protected leave of absence or reasonable accommodation, is illegal and is prohibited by the city and by federal statutes.
2. Retaliation can occur from a variety of sources, including co-workers, supervisors or elected officials.
3. Generally, any materially adverse action taken against an employee or applicant "because of" protected conduct is prohibited. The scope of retaliation goes beyond workplace-related or employment-related actions and includes conduct that would dissuade a reasonable worker from making or supporting a charge of discrimination. The significance of any given act of retaliation may depend upon the particular circumstances, but must be considered "materially adverse", thus separating significant from trivial harms that normally will not deter discrimination victims from filing a complaint. Examples of conduct that may be considered retaliation include:
  - a. Discharge
  - b. Demotion or not promoting
  - c. Reduction in pay
  - d. Reassignment of job duties
  - e. Giving a less distinguished job title



- f. Filing false criminal charges against an employee
  - g. Significantly diminishing an employee's responsibilities
  - h. Unwarranted negative performance evaluations (impacting promotional opportunities)
  - i. Increased scrutiny of employee's work
  - j. Refusing to restore lost leave time
  - k. Isolation or shunning of an employee
4. Complaint Procedure: Any employee who believes that they are being retaliated against shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee. Where doing so is not practical, the employee may instead file a complaint with another supervisor, Human Resources, the City Attorney or the City Administrator/Utilities Manager. Library employees would file complaints with the Library Board.
5. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and is subject to discipline up to and including termination.
6. Monitoring to ensure that retaliation does not occur is the responsibility of the City Administrator/Utilities Manager, Human Resources, supervisors and the appropriate internal investigative authority.

**D. Covered Individuals**

Individuals covered under this policy include employees and applicants for employment, volunteers, members of the public, elected officials and appointed boards and commissions.

**E. Supervisory Responsibilities**

- 1. Each supervisor shall be responsible for preventing prohibited activities as defined above by:
  - a. Monitoring the work environment on a daily basis for signs that harassment or retaliation may be occurring;
  - b. Training and counseling all employees on what constitute harassment, sexual harassment and retaliation, on the types of behavior prohibited by the city's policy, and procedures for reporting and resolving complaints of harassment or retaliation.
  - c. Stopping any observation that may be considered harassment or retaliation, and taking appropriate steps to intervene, whether or not the involved employees are within their line of supervision; and
  - d. Taking immediate action to prevent retaliation towards the complaining party or witnesses and to eliminate the hostile work environment where there has been a complaint of harassment, pending an investigation. If a



situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary if possible and, if non-voluntary, should be temporary pending the outcome of the investigation.

#### **F. Employee Responsibilities**

1. Each employee is responsible for assisting in the prevention of harassment and retaliation through the following acts:
  - a. Refraining from participation in, or encouragement of actions that could be perceived as harassment or retaliation.
  - b. Reporting acts of harassment or retaliation to a supervisor; and
  - c. Encouraging any employee who confides that they are being harassed, discriminated or retaliated against to report these acts to a supervisor.
2. Failure of any employee to carry out the above responsibilities will be considered in any performance evaluation or promotional decisions and may be grounds for discipline.

#### **G. Complaint Procedures**

1. Any employee encountering harassment or retaliation is encouraged but not required to inform the person that their actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment and retaliation in order to provide the fullest basis for investigation.
2. Any employee who has unsuccessfully attempted to terminate the harassment or retaliation by means of Section 1, or who is not comfortable informing the person, and who believes that they are being harassed shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee from further harassment or retaliation, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the employee may instead file a complaint with another supervisor, Human Resources, the City Attorney or the City Administrator/Utilities Manager. Library employees would file complaints with the Library Board.
  - a. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment or retaliation, any witnesses to the incident(s) and the date(s) on which it occurred.



3. An employee should utilize the city's internal reporting procedure first. However, if after utilizing this procedure the complainant does not feel the complaint has been adequately addressed, the employee may file a complaint with either or both of the following:
  - a. State of Wisconsin – Equal Rights Division  
201 East Washington Avenue  
Madison, WI 53703  
Phone: 608-266-6860
  - b. Equal Employment Opportunity Commission  
210 Martin Luther King Boulevard  
Madison, WI 53703  
Phone: 608-266-4910
  - c. *If the employee exercises the reporting options of (a) or (b) from above, they must file a copy of the complaint with the City Attorney within 24 hours of filing the complaint.*
4. The internal investigation authority shall be responsible for investigating any complaint alleging harassment, discrimination or retaliation.
  - a. The internal investigative authority shall immediately notify the City Administrator/Utilities Manager and the City Attorney if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.
  - b. The investigation shall include a determination as to whether other employees are being harassed or retaliated against by the person, and whether other city employees participated in or encouraged the harassment or retaliation.
  - c. The internal investigative authority shall inform the parties involved of the outcome of the investigation.
  - d. A file of harassment, discrimination and retaliation complaints shall be maintained in a secure location. The City Administrator/Utilities Manager shall be provided with an annual summary of these complaints.
5. There shall be no retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying or participating in the investigation of such a complaint.
6. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.





7. Complaints of employees accused of harassment and/or retaliation may file a grievance/appeal in accordance with city procedures when they disagree with the investigation or disposition of a harassment or retaliation claim.

#### IV. DEFINITIONS

- a. **Harassment on any basis (race, sex, age, disability etc.) exists whenever:** Submission to harassing conduct is made, either explicit or implicit, a term or condition of an individual's employment; submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; the conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment. Such conduct is prohibited under this policy and §111.31-111.39, Wis. Stats.
- b. **Non-Verbal:** Sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such sources as a means to express or obtain sexual material, comments etc., printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures. Any material which inappropriately raises the issues of sex or discrimination. Treating an employee differently than other employees when they have refused an offer of sexual relations.
- c. **Other Forms of Harassment:** Persistent and unwelcome conduct or actions on the basis of disability, sex, arrests or conviction record, marital status, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work is prohibited under this policy and § 111.31-111.39, Wis. Stats.
- d. **Physical:** Unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.
- e. **Retaliation (addressed under Title VII of the Civil Rights Act of 1964):** It shall be an unlawful employment practice for an employer to discriminate against any of their employees or applicants for employment, for an employment agency, or joint labor management committee controlling apprenticeship or other training or retraining, including on the job training programs, to discriminate against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership, ***because he has opposed any practice made an unlawful employment practice by this subchapter, or because he has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this subchapter.***
- f. **Unwelcome:** Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. The conduct may be unwelcome even though the victim voluntarily engages in it to avoid adverse treatment.



- g. Verbal Harassment:** Sexual innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

to the city will not fire, demote, harass, or otherwise "retaliate" against people (applicants or employees) because they filed a charge of discrimination, because they complained to their [employer or other covered entity](#) about discrimination on the job, or because they participated in an employment discrimination proceeding (such as an investigation or lawsuit).

For example, it is illegal for an employer to refuse to promote an employee because they filed a charge of discrimination with the EEOC, even if the EEOC later determined no discrimination occurred.

### **Retaliation & Work Situations**

The law forbids retaliation when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.



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## HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

Name of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name of Witnesses to the Incident [Include email/telephone number if known]: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of the Incident [Attach additional pages if necessary]: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you reported this or similar behavior before [If so, please indicate to whom and date reported]? \_\_\_\_\_

\_\_\_\_\_

Have you discussed this complaint with anyone else [If so, please indicate to whom and date discussed]? \_\_\_\_\_

\_\_\_\_\_

Do you know of any documents that may be relevant to this matter [Please attach]? \_\_\_\_\_

\_\_\_\_\_

How would you like this matter resolved? \_\_\_\_\_

\_\_\_\_\_

The foregoing information is true and correct to the best of my knowledge.

Complainant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Official Receiving Complaint: \_\_\_\_\_

Date: \_\_\_\_\_



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# APPENDIX H: Residency Ordinance



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## **Sec. 2-1-9 Residence of employees.**

- (a) *Employees.* Any emergency personnel of the City of Plymouth, shall within six months after commencement of employment, or following any required probationary period, whichever is later, establish and maintain residence at a distance not greater than 15 miles from the nearest corporate boundary of the city. Any employee who does not comply with such residence requirement following such period shall be terminated as an employee, unless the city administrator/utilities manager, in consultation with the Department Head, waives the residency requirement.
- (b) *Emergency personnel defined.* For purposes of this section, "emergency personnel" shall include the director of public works/city engineer, police chief, fire chief, electrical operations manager, wastewater superintendent, water foreman, and all other Plymouth Utilities non-administrative staff, snowplow drivers, and any employee determined by the city administrator/utilities manager to be necessary for the public safety in the event of an emergency.

(Ord. No. 14 of 2013, 11-26-2013; Ord. No. 4 of 2022, 3-29-2022; Ord. No. 3-2024, § 1, 3-13-2024)





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# APPENDIX I: Conflict of Interest Ordinance



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## **Sec. 2-5-7 Conflict of interest.**

### **(a) *Financial and personal interest prohibited.***

- (1) No official or employee of the city, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest contrary to the provisions of this chapter or which would tend to impair independence of judgment or action in the performance of official duties.
- (2) Any member of the common council who has a financial interest or personal interest in any proposed legislation before the common council shall disclose on the records of the common council the nature and extent of such interest; such official shall not participate in debate or vote for adoption or defeat of such legislation. If the matter before the council involves a member's personal interest with persons involved, the member may participate in debate or discussion and vote on the matter following disclosure, unless an ordinance or contract is involved; if an ordinance or contract is involved, such official shall not participate in debate or discussion and vote on the matter.
- (3) Any non-elected official, other than a city employee, who has a financial interest or personal interest in any proposed legislative action of the common council or any board, commission or committee upon which the official has any influence or input or of which the official is a member that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the common council or the appropriate board, commission or committee the nature and extent of such interest. Such official shall not participate in debate or discussion or vote for adoption or defeat of such legislation.
- (4) Any city employee who has a financial interest or personal interest in any proposed legislative action of the common council or any board, commission or committee upon which the employee has any influence or input, or of which the employee is a member, that is to make a recommendation or decision upon any item which is the subject of the proposed legislative action shall disclose on the records of the common council or the appropriate board, commission or committee the nature and extent of such interest.

### **(b) *Disclosure of confidential information.*** No official or employee shall without proper legal authorization disclose confidential information concerning the property, government, or affairs of the city, nor shall such information be used to advance the financial or other private interests of the official or employee or others.

### **(c) *Gifts and favors.***

- (1) No official or employee, personally or through a member of his immediate family, may solicit or accept, either directly or indirectly, from any person or organization, money or anything of value if it could be expected to influence the employee's official actions or judgments or be considered a reward for any action or inaction on the part of the official or employee.
- (2) An official or employee is not to accept hospitality if, after consideration of the surrounding circumstances, it could reasonably be concluded that such hospitality would not be



extended were it not for the fact that the guest, or a member of the guest's immediate family, was a city official or employee. Participation in celebrations, grand openings, open houses, informational meetings, and similar events are excluded from this prohibition. This paragraph further shall not be construed to prevent candidates for elective office from accepting hospitality from citizens for the purpose of supporting the candidate's campaign.

- (3) Gifts received by an official or employee or his immediate family under unusual circumstances shall be referred to the common council within ten days of receipt for recommended disposition. Any person subject to this chapter who becomes aware that he is or has been offered any gift, the acceptance of which would constitute a violation of this subsection, shall, within ten days, disclose the details surrounding said offer to the common council. Failure to comply with this reporting requirement shall constitute an offense under this chapter.
- (d) *Representing private interests before city agencies or courts.*
  - (1) Non-elected city officials and employees shall not appear on behalf of any private person (other than him or herself, his or her spouse or minor children) before any city agency, board, commission or the common council if the official or employee or any board, commission or committee of which the official or employee is a member has any jurisdiction, discretion or control over the matter which is the subject of such representation.
  - (2) Elected city officials may appear before city agencies on behalf of constituents in the course of their duties as representatives of the electorate or in the performance of public or civic obligations. However, the disclosure requirements of subsection (a) above shall be applicable to such appearances.
- (e) *Ad hoc committee exceptions.* No violation of the conflict of interest restrictions of this section shall exist, however, where an individual serves on a special ad hoc committee charged with the narrow responsibility of addressing a specific issue or topic in which that individual, or the employer or a client of that individual, has an interest so long as the individual discloses to the common council that such interest exists.
- (f) *Contracts with the city.* No city official or employee who, in his capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on his part shall enter into any contract with the city unless, within the confines of Wis. Stats. § 946.13:
  - (1) The contract is awarded through a process of public notice and competitive bidding or the common council waives the requirement of this section after determining that it is in the best interest of the city to do so.
  - (2) The provisions of this subsection shall not apply to the designation of a public depository of public funds.

# APPENDIX J:

## Artificial Intelligence Policy



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## Artificial Intelligence (AI) Policy

**Issue Date:**  
July 23, 2025

**Revision(s):**

**Pages:**  
4

### I. Purpose

With the increasing availability and popularity of generative AI platforms, such as OpenAI's ChatGPT, Microsoft's CoPilot, and Google's Gemini ("AI chatbots"), it has become necessary to outline the proper use of such tools while working at the City of Plymouth. While we remain committed to adopting new technologies to aid our mission, when possible, we also understand the risks and limitations of generative AI chatbots and want to ensure responsible use. Our goal is to balance our organization's obligation to protect employees, clients, suppliers, customers, and the organization from harm against our organization's mission to provide our community with highly efficient and effective resources.

#### **Overview**

While AI can be used to perform a variety of functions, this policy addresses only work-related use of web-based interface to ask or "prompt" the chatbot in a conversational manner to find answers to questions or to create or edit written content.

Some examples of work products that can be created using an AI chatbot include:

- Emails and letters.
- Blog posts, reports and other publications.
- Sales and advertising copy.
- Policies and job descriptions.
- Spreadsheet calculations.
- Foreign language translations.
- Coding development or debugging.
- Document or information sorting.
- Outlines or summaries of internal or external information.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary company information or sensitive information about an employee, client, customer, etc., when interacting with the chatbot. Additionally, the accuracy of the content created by these technologies cannot be relied upon, as the information may be outdated, misleading or—in some cases—fabricated.

#### **Eligibility**

This policy applies to all appointed and elected officials and employees of the City of Plymouth and to all work associated with the City of Plymouth that those employees perform, whether on or off company premises.





## **II. Policy**

The use of generative AI chatbots allowed while performing work for the City of Plymouth, provided the user complies with this Policy. Organization email addresses, credentials, or phone numbers can be used to create an account with these technologies. No confidential or proprietary organization data may be submitted (copied, typed, etc.) into these platforms.

Employees wishing to use generative AI chatbots should first discuss the parameters of their use with their Manager. Managers may verbally approve, deny, or modify those parameters as best meets organization policy, legal requirements, or other business needs.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the chatbot, that information cannot be used for work purposes. Those who use AI chatbots in connection with work-related duties have an obligation to consider and address the security, privacy, and accuracy concerns outlined in this policy and to ensure the use of the technology is lawful, safe, and legitimate.

As generative AI chatbots may produce content that is plagiarized from its knowledge base, including copyrighted works, no text generated or partially generated from a chatbot will be eligible to have the City of Plymouth copyright, trademark, or patent at this time.

Any violation of this policy will result in disciplinary action, up to and including termination.

### **Ethical Use**

Employees must use generative AI chatbots in accordance with all City of Plymouth's policies, including conduct and antidiscrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the municipality. Such use will result in disciplinary action, up to and including termination.

### **Monitoring**

City of Plymouth's Computer Use Policy and relevant monitoring policies still apply when using generative AI chatbots with company equipment.

If you have any questions regarding this policy, please contact *the City Administrator/Utilities Manager*.

### **Cybersecurity**

#### **Training and Awareness**

- Employees must undergo cybersecurity training upon hiring and thereafter in accordance with the schedule established by *the City Administrator/Utilities Manager*.
- Regular updates on cybersecurity threats and best practices will be communicated to all staff.



## **Record Retention**

City of Plymouth must retain all content published through the use of AI for the purposes of public records retention as may be required by applicable law. Records are required to be maintained pursuant to the City of Plymouth records retention schedule for the required retention period in a format that preserves the integrity of the record and is accessible. Retention of records solely on personal devices or accounts will require City of Plymouth access to those accounts as necessary to retrieve records; therefore, employees are encouraged not to store records on personal devices or accounts.

## **Compliance with Policy**

The City of Plymouth reserves the right to monitor and analyze AI use to ensure compliance with policy, directives and expectations, to evaluate use, and to recommend and implement changes to use of AI, among other legitimate government interests. Failure to comply with this policy by any employee may result in disciplinary action up to and including termination of employment. Failure to comply with this policy by any officeholder may result in pursuit of any lawful action against any official in violation of policy.



## **Artificial Intelligence (AI) Policy Employee Acknowledgement Page**

I understand that I must have approval from my supervisor to use AI content and pages on behalf of the City of Plymouth. I also understand that I am responsible for all content made by me on behalf of the City of Plymouth. I further understand that the Artificial Intelligence (AI) Policy applies to content made by me, and I agree to adhere to the guidelines in such Policy.

In complying with the Policy, I will abide by all security procedures as set forth by the City of Plymouth I.T. Department. I am aware that violations of the Policy may result in restriction of use, may subject me to disciplinary action, up to and including discharge from employment, and may subject me to civil or criminal liability.

I acknowledge I have read and that I understand the Policy and have been afforded an opportunity to ask questions regarding the Policy.

I have read and understand this Acknowledgement Form.

---

Print Employee Name

---

Date

---

Signature of Employee

---

Date

---

Signature of Supervisor

---

Date

**AFTER SIGNING THIS ACKNOWLEDGEMENT FORM, BRING THE ORIGINAL, EXECUTED COPY OF THIS FORM TO HUMAN RESOURCES FOR PLACEMENT IN THE PERSONNEL FILE.**



# APPENDIX K:

## Electronic Use Policy



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## Electronics Use Policy

**Created Date:** 06.24.2020

**Revision(s):**

**Pages:**

**Issue Date:** 06.30.2020

8

### 1. Purpose

This policy is to set forth the guidelines that the employees and elected officials need to follow when accessing and using the City's wide variety of electronic and computer systems. The intent of this policy is to ensure that the City's electronic and computer systems are used to their maximum potential for business purposes. The electronic and computer systems shall not be used in a way that is disruptive, offensive to others, or contrary to the best interest of the City of Plymouth and Plymouth Utilities.

### 2. Statement

To serve our citizens and provide our workforce the best tools to perform their assigned job duties. The City of Plymouth and Plymouth Utilities continue to invest and utilize new electronic and computer systems to improve efficiencies and service. This policy outlines the guidelines regarding those investments and the professional use by its staff members.

Department heads and supervisors shall be responsible to ensure that staff members understand and adhere to this policy. If staff members have any question(s) regarding this policy, they shall contact their immediate supervisor promptly. Violations of this policy shall be handled in a manner consistent with the City's established disciplinary policies up to and including termination. Criminal violations may also be subject to prosecution by local, state, and federal law enforcement authorities.

This policy does not and is not intended to cover every possible situation. Nonetheless, staff members are required to conform to a professional conduct at all times according to the guidelines established by this policy.

### 3. Definitions

- a. **City** – City of Plymouth / Plymouth Utilities.
- b. **Electronic and Computer Systems** – All servers, personal computers, laptop computers, printers, copy machines, cell phones, smart phones, digital cameras, all peripherals connecting to a computer, software applications (server and computer based), Internet, email, and remote access (vpn). This list is not meant to be an exhaustive definition. All computers, software and peripheral equipment acquired by the City become the property of the City.



- c. **IT** – The primary role of the Information Technology (IT) Department is to support the electronic and computer systems by providing quality services to all departments and offices. Additional roles include collecting and disseminating technology information and resources and to provide standards for Information Technology which includes, but is not limited to hardware, software and networking.
- d. **Personal Devices** – Any device owned by a staff member. The device is not purchased by the City.
- e. **Remote Access** – Accessing the electronic and computer systems from a location outside one of the City’s facilities via a secure virtual private network (vpn).
- f. **Social Media** - For purposes of this policy, “social media” is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media include Facebook, blogs, MySpace, RSS, YouTube, Second Life, Twitter, LinkedIn, Delicious, and Flickr. For purposes of this policy, “comments” include information, articles, pictures, videos or any other form of communicative content posted on a City social media site.
- g. **User** – A staff member that has been authorized to access an electronic/computer system per their job duties. An account will be assigned to the staff member for access to the respective system.

#### 4. Computer Systems

- a. The City’s computer systems are provided by the City for staff members to conduct City business using software applications approved by the department heads and Information Technology.
- b. All electronic data regardless of purpose, file type, or storage media is considered the property of the City.
- c. The word “personal” when used to refer to the computer systems does not imply any degree of personal property or personal ownership of equipment or data.
- d. No person shall remove computer hardware, software, peripheral equipment or documentation (e.g. computer or software manuals) from City premises without express permission from the department head and IT. Permission may be granted only for the purpose of performing City business.
- e. All computer hardware shall be installed by IT or designated vendor. No person shall take apart, install, relocate or remove any hardware on any computer or peripheral device for any reason, except as specifically authorized by IT.
- f. No person may attach, connect, or plug-in personal devices to a City owned computer or City computer network. This can cause the spread of viruses as well as degrade the performance of the computer and/or network.



- g. Staff members shall act professionally and responsibly when using any computer system. The use of computer equipment and/or related services for personal, commercial, political, or other non-City purposes is prohibited.
- h. Staff members shall use their assigned computer with care in a responsible manner to reduce damage to said computer and associated peripherals.

## **5. Software**

- a. Unless authorization is granted by IT, only IT or said vendor are permitted to install and remove software on City computers and network servers. It is prohibited to install or use any kind of personally owned or downloaded software on City computers. This includes computer games, screen saver software, background software, and Freeware.
- b. IT reserves the right to monitor and/or audit software on City computers and network servers. Unauthorized software shall be removed immediately without warning.
- c. Computer viruses, defective programs, and corrupted data pose a threat to City electronic and computer systems, including the potential to damage or degrade the entire network, jeopardizing taxpayer investment. No person shall willfully introduce a computer "virus" or intentionally attempt to "crash" network systems.
- d. The City licenses the use of computer software from vendors and developers on all computers under its control. Under U.S. Copyright Law, illegal reproduction of software can result in civil damages of up to \$100,000 and criminal penalties, including fines and imprisonment. Persons who make or knowingly use illegal copies of computer software are subject to disciplinary action up to and including termination, consistent with existing personnel policies and procedures. If the City is fined because of unauthorized copying or use of software by any person, it may seek repayment from such person of any and all costs, fees and fines. Under no circumstances shall the City be liable for any costs, fees or fines for any person who is sued or fined individually under such circumstances.
- e. It is prohibited for an employee to copy software, data, files, etc. owned or licensed by the City for personal use. Other than IT, deletion, examination, copying, or modification of files or data belonging to others without their consent is prohibited. Documents, spreadsheets, databases and/or applications created, modified or saved on City owned systems are property of the City.

## **6. Security**

- a. Users have no expectation of privacy in use of the computer equipment or network. Except as otherwise specifically required by law, use of these facilities constitutes consent to monitoring, retrieval, and disclosure of any information stored within the network for any purpose. The City reserves the right to monitor all computer related activity, to monitor and block access to all inappropriate Internet sites, quarantine





email that contains prohibited and/or harmful content, and to inspect any and all files regardless of storage location or media type.

- b. IT will implement and enforce administrative procedures to assure the internal security of computerized data and networks. IT has the right to access any computer whenever necessary to monitor and audit computer usage.
- c. IT will implement and maintain anti-virus and malware software on the computers and servers.
- d. IT will implement and maintain firewalls and associated rules to prevent access to inappropriate or harmful sources. Rules will also be implemented to prevent unauthorized access from the outside.
- e. IT will implement and maintain email filter measures to prevent inappropriate or harmful email content entering or leaving the City's system.
- f. Staff members shall not disable, remove, or tamper with any anti-virus or security program.
- g. User accounts will be set up and modified for a staff member per computer system when:
  - i. A user profile template has been completed.
  - ii. The immediate supervisor has approved the access.
  - iii. A formal request has been submitted to IT via email or associated request system.
- h. User accounts shall not be shared with other staff members.
- i. User accounts shall include password protection.
- j. User account passwords shall be changed on a routine basis where applicable.
- k. With authorization from their immediate supervisor, staff members may temporarily use another member's computer by utilizing their own assigned user name and password. Whenever possible, authorization should be issued via email.
- l. Passwords will be set on a rotating expiration basis.
- m. Any breaches in security, compromised passwords, anti-virus threats, or other suspicious activity shall be reported to IT via email or phone call immediately.
- n. The use of the City electronic/computer system in any of the following manners is strictly prohibited:
  - i. Attempt to gain passwords or other unauthorized access to any computer system.
  - ii. Connecting any non-City owned computer to the City's network without explicit authorization from the department head, IT or designated designee. Authorization via email is recommended.
  - iii. Attempting to disrupt computer system performance or availability, to falsify electronic records, to add, change, or delete electronic records without authorization.



## 7. Email

- a. The Email System will be managed through the IT Department. Employees may not independently employ email accounts on 3<sup>rd</sup> party email systems for City purposes unless authorized by the IT Department or designee.
- b. It is understood that certain job positions may require special access to certain email subject matter to perform their job duties. Those instances will be handled on an individual case basis.
- c. The City reserves the right to filter or block outside email messages that are determined to be SPAM or are determined to be a computer virus. All email is considered to be property of the City and will be automatically archived for storage. Email will be placed on a retention cycle that is defined by the City. The retention period will be outlined in the City's retention policy.
- d. The City respects the privacy of its employees; however, employee privacy does not extend to the employee's work-related conduct or to the use of provided equipment or supplies. All persons accessing or using the Email System through the City's network waive any right to privacy in such use and consent to their use being monitored and disclosed by authorized personnel. **Employees should be aware that the guidelines set forth in this policy may affect their privacy in the workplace.**
- e. The user of electronic mail will not send harassing, obscene or other threatening material; send messages selling personal items and services; solicit for non-City sponsored activities or distribute for and/or promote outside organizations.
- f. Receiving software from email content and installing on City provided computers is prohibited unless authorized by the IT Department.
- g. Employees may use the Email System for business-related, professional matters only. Many opportunities will present themselves to the user to either reply or forward inappropriate email content. All policies regarding employee behavior apply to Email content. Never knowingly respond or forward inappropriate email content.
- h. As with printed materials, copyright laws apply to information and data available through email. It is safe to assume that unless an authorization to reproduce is included on the email that the materials are protected by copyright law and may not be reproduced.
- i. Never reveal sensitive or confidential information in any correspondence to Newsgroups, Bulletin Boards, or Web Postings unless authorized. All policies regarding the use of confidential information and public communications apply to email use.
- j. Never provide any personal, security, or financial information via email as most of the time it involves a hoax, identity theft, or fraud. Instead, inform the IT Department so



appropriate action can be taken. Once IT has been notified, delete the email message.

- k. Notification Process – Immediately notify your Department Head if:
- Any unauthorized use of information systems has taken place or is suspected of taking place.
  - If passwords or other system access control mechanisms are lost, stolen, or disclosed, or are suspected of being lost, stolen, or disclosed.
  - If sensitive information is lost, disclosed to unauthorized parties, or suspected of being lost or disclosed.

## 8. Internet

- a. All Internet access will be managed through the IT Department. Employees may not independently employ Internet service provider accounts and/or dial-up lines to access the Internet with City provided computers.
- b. It is understood that certain job positions may require special access to certain Internet sites to perform their job duties. Those instances will be handled on an individual case basis.
- c. The City reserves the right to filter or block users from connecting to certain non-business websites. Individuals that connect with a website that contains sexually explicit, racist, violent, or other potentially offensive material must immediately disconnect from that site and notify the IT Department. The ability to connect with a specific website does not imply staff is permitted to visit that site.
- d. The City respects the privacy of its employees; however, employee privacy does not extend to the employee's work-related conduct or to the use of provided equipment or supplies. All persons accessing or using the Internet through the City's network waive any right to privacy in such use and consent to their use being monitored and disclosed by authorized personnel. *Employees should be aware that the guidelines set forth in this policy may affect their privacy in the workplace.*
- e. The IT Department will run routine Internet activity reports to monitor usage. Individual Department Leaders also have the capability to request activity reports on their department or for an individual employee.
- f. Access to the Internet has been provided to facilitate the business activity of the City. Although each employee has an individual password to access this system, the system and all passwords belong to the City.
- g. Downloading software from the Internet and installing on City provided computers is prohibited unless authorized by the IT Department.
- h. Employees may use the Internet for business-related, professional matters only. Many opportunities will present themselves to the user to enter inappropriate websites. All policies regarding employee behavior apply to Internet communications. Never knowingly enter inappropriate websites. The IT Department



employs monitoring tools that monitor and log every site entered and what transactions take place while at that site.

- i. Streaming music, videos, and TV applications is prohibited unless it pertains to the assigned responsibilities of the staff member.
- j. As with printed materials, copyright laws apply to information and data available through the Internet. It is safe to assume that unless an authorization to reproduce is included on the website that the materials are protected by copyright law and may not be reproduced.
- k. Never reveal sensitive or confidential information in any correspondence to Newsgroups, Bulletin Boards, or Web Postings unless authorized. All policies regarding the use of confidential information and public communications apply Internet use.
- l. Notification Process – Immediately notify your Department Head if:
  - i. Any unauthorized use of information systems has taken place or is suspected of taking place.
  - ii. If passwords or other system access control mechanisms are lost, stolen, or disclosed, or are suspected of being lost, stolen, or disclosed.
  - iii. If sensitive information is lost, stolen, or disclosed to unauthorized parties, or suspected of being lost or disclosed.
- m. The Internet is plagued with hoaxes alleging various security problems. Employees in receipt of information about system vulnerability should forward it to the IT Department, who will then determine what, if any, action is appropriate. Employees must not personally redistribute system vulnerability information.

## **9. Social Media**

- a. As a public entity, the City must abide by certain standards to serve all its constituents in a civil and unbiased manner.
- b. The intended purpose behind establishing City social media sites is to disseminate information from the City, about the City, to its citizens.
- c. This policy applies to content being developed and published representing the City on the Internet using the social media technologies.
- d. Wherever possible, City social media sites should link back to the official City website for forms, documents, online services and other information necessary to conduct business with the City.
- e. Published content containing any of the following inappropriate forms shall not be permitted on City social media sites and are subject to removal and/or restriction by the City Administrator/Utilities Manager or IT Manager or designees:
  - i. Comments not related to the original topic, including random or unintelligible comments.
  - ii. Profane, obscene, violent, or pornographic content and/or language.



- iii. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, or national origin
- iv. Defamatory or personal attacks.
- v. Threats to any person or organization.
- vi. Comments in support of, or in opposition to, any political campaigns or ballot measures.
- vii. Solicitation of commerce, including but not limited to, advertising of any business or product for sale.
- viii. Conduct in violation of any federal, state or local law.
- ix. Encouragement of illegal activity.
- x. Information that may tend to compromise the safety or security of the public or public systems.
- xi. Content that violates a legal ownership interest, such as a copyright, of any party.
- xii. Content that has been declared as non-public information or declared as confidential.
- xiii. The City reserves the right to deny access to City social media sites for any individual, who violates the City's Social Media Policy, at any time and without prior notice.

#### **10. Webinars**

- a. It is permissible to attend online webinars or meetings provided the content pertains to the assigned responsibilities of the staff member.
- b. The City shall utilize Cisco Webex for hosting any online meetings.

#### **11. Acknowledgement**

I acknowledge that I have read and understand the city's policy regarding electronics use and that I agree to abide by its terms.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



# APPENDIX L:

## Volunteer Time Off Policy



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## VOLUNTEER TIME OFF POLICY

<b>Issue Date:</b>	<b>REVISION UPDATE(S):</b>	<b>TOTAL PAGES:</b> 3 Pages
<b>Policy Number:</b> Volunteer Time Off for Non-Profit within the Community Policy		

### I. PURPOSE

The purpose of this policy is to support activities that enhance and serve communities in which we live and work. The intention is to participate in giving back and supporting the community and to allow our employees to share in that effort. At the same time, we recognize that participating in these sorts of activities enriches the lives of its employees.

### II. AMOUNT OF TIME

Employees can volunteer up to 16 hours (2 days) of sick time per calendar year towards a qualified charitable organization or supported cause in accordance with our volunteer time off policy. More than one organization may be chosen.

The volunteer hours, up to 2 sick days per calendar year, will be considered paid time off. The pay rate will be the employee's current base salary on the day(s) the time is taken and will reduce the amount of sick time available.

This time is refreshed at the beginning of each calendar year, unless the program is amended or discontinued, and does not accrue from year to year. The days do not carry over to the next calendar year and is not paid out if it is not used. Usage of this time or lack thereof does not affect vacation accrual.

### III. ELIGIBILITY

This policy shall apply to all full-time and regular part-time paid positions. There is no minimum service requirement for participation in this program. Employees can choose a charity of their choice or work together with other employees on a team. Regular part-time employees can participate at a prorated share of the 16 hours.

### IV. INELIGIBILITY

Employees are ineligible to participate in the program, if any of these apply:

1. The employee's employment is terminated for any reason.
2. The employee is not meeting performance standards.
3. The employee is on sick leave or FMLA.
4. The employee has been assigned to light duty, or is currently receiving Worker's Compensation benefits.





5. The program is discontinued. We reserve the right to amend or terminate this program at any time without prior notice. We also reserve the right to revoke approval if it is felt that the employee is misusing the program.

## **V. APPROVAL PROCESS**

Employees must fill out the Volunteer Time Off Form and submit it to his/her supervisor at least one week before the requested time off. Approval is at the discretion of the employee's supervisor. Form must be returned to payroll as documentation of the time away from work. Company-sponsored Volunteer Time Off may not be used for organizations that discriminate based on creed, race, religion, or sexual orientation.

All activities should be within the City of Plymouth or Plymouth Utilities service area. Employee may be requested to provide additional documentation on the activity, pictures, or highlight the activity in a newsletter or other city communications.

Appropriate examples for Volunteer Time Off:

1. Building a house for Habitat for Humanity
2. Donating time at a food bank
3. Cleaning up the river, highway, or park
4. Participating as a Big Brother/Big Sister Note:
5. Participating in a Day of Caring through United Way
6. Volunteering for organizations such as:
  - American Legion Ladewig-Zinkgraf Post 243
  - Plymouth Lion's Club
  - Plymouth Rotary Club
  - Family Resource Center of Sheboygan County
  - Generations
  - Plymouth Arts Center
  - Plymouth Historical Society
  - A project with the local school district

Inappropriate examples for Volunteer Time Off:

1. Taking a ski vacation and charitably giving ski lessons
2. Coaching your child's basketball team
3. Attending a professional, religious or personal interest conference



## Volunteer Time Off Form

Employee Name:	
Work Phone:	
Email:	
Agency/Organization Name:	
Address:	
City/State/Zip:	
Phone:	
Website:	
Contact Name at the Agency:	
Date(s) and times(s) of VTO requested (ex. 07/26/2017, 9AM-Noon):	
Total Number of hours requested:	
I will be doing this action with other employees, GROUP ACTIVITY ORGANIZED BY:	

Description of volunteer work/activity you will do:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date

**PLEASE RETURN TO HUMAN RESOURCES ONCE APPROVED.**



---

**DATE:** October 9, 2025

**TO:** Mayor and Common Council

**FROM:** Cathy Austin, Director of Public Works

**RE:** **State Municipal Financial Agreement – Highway 67 (Connecting Highway)**

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### **Background**

The Wisconsin Department of Transportation (WisDOT) is planning a potential resurfacing project on State Highway 67 (STH 67). The section of roadway between South River Boulevard and Mill Street is designated as a *Connecting Highway*. Under state law, municipalities are required to share in the cost of improvements to connecting highways.

### **What is an SMFA?**

A *State Municipal Financial Agreement (SMFA)* is a formal contract between WisDOT and a municipality that outlines each party's responsibilities for costs associated with a state highway project. The agreement specifies:

- The scope of work included in the project.
- Which portions of the project costs are covered by WisDOT.
- Which portions are the financial responsibility of the municipality (local share).
- Whether the agreement is for design, construction, or both.

The SMFA before the Council currently is for the design phase only. A separate agreement may be presented in the future for the construction phase for areas that are considered local share.

### **Project Details**

- **Project Location:** Highway 67, between E Riverbend Drive and Mill Street.
- **Project Type:** Resurfacing of a connecting highway segment.
- **Current Action:** Approval of SMFA for the design phase.
- **Timeline:** The project is currently scheduled for construction by WisDOT for 2032.

### **Financial Impact**

At this time, the City's share pertains only to the design work (City share is \$86,000). The exact construction costs and the City's local share will be determined when the project approaches the construction phase.

Please note: Any required utility (water, sanitary, and storm sewer) are work that is needed will need to be done prior to the State Project in 2032.

### **Recommendation**

Staff recommends that the Common Council approve the attached State Municipal Financial Agreement (SMFA) with WisDOT for the design of the resurfacing project on STH 67.



**ORIGINAL  
STATE/MUNICIPAL FINANCIAL  
AGREEMENT FOR A STATE- LET  
HIGHWAY PROJECT**

Date: 9/24/2025  
I.D.: 4550-08-00/70  
Road Name: STH 67  
Title: C PLYMOUTH, MILWAUKEE STREET  
Limits: RIVERBEND DRIVE – MILL STREET  
County: SHEBOYGAN  
Roadway Length: 0.49 Miles

The signatory **city of Plymouth**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Existing Facility:**

Facility is located within connecting highway limits. Existing roadway consists of an urban cross section with curb, gutter, storm sewer, and sidewalk. Existing pavement width (flange to flange) is 34-FT with a parking lane located on the southbound side of the roadway.

**Proposed Improvement - Nature of work:**

Proposed improvement includes milling and overlaying the existing asphalt pavement, curb ramp updates, spot storm sewer repair, spot curb and gutter repair, and pavement marking.

**Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:**

None. Non-Participating work will be determined as the project continues through the scoping and design process.

**TABLE 1: SUMMARY OF COSTS**

<b>Phase</b>	<b>Total Est. Cost</b>	<b>Federal/State Funds</b>	<b>%</b>	<b>Municipal Funds</b>	<b>%</b>
4550-08-00 Preliminary Engineering: Plan Development	\$ 344,000	\$ 258,000	75%	\$ 86,000	25%
N/A Real Estate Acquisition: Acquisition	\$ -	\$ -		\$ -	
4550-08-70 <sup>1</sup> Construction: Roadway (cat 0010)	\$ 1,200,000	\$ 1,200,000	100%	\$ -	0%
Non-Participating	\$ -	\$ -	0%	\$ -	100%
subtotal 4550-08-70:					

**Total Cost Distribution**                      \$            **1,544,000**    \$            **1,458,000**                      \$            **86,000**

1. Estimates include construction engineering.

This request is subject to the terms and conditions that follow (pages 3 – 5); is made by the undersigned under proper authority to make such request for the designated Municipality, and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and on behalf of the <b>city of Plymouth</b>	
Name	Title
Signature	Date
Signed for and on behalf of the <b>State</b>	
Name	Title
Signature	Date

## **TERMS AND CONDITIONS:**

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
  - (a) Design engineering and state review services.
  - (b) Real Estate necessitated for the improvement.
  - (c) Compensable utility adjustment and railroad force work necessitated for the project.
  - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
  - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
  - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
  - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
  - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
  - (i) Replacement of existing driveways, in kind, necessitated by the project.
  - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
  - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
  - (c) Roadway and bridge width in excess of standards.
  - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
  - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
  - (f) Parking lane costs.

- (g) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
  - (h) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
  - (i) Conditioning, if required, and maintenance of detour routes.
  - (j) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
- 4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
  - 5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
  - 6. The work will be administered by the State and may include items not eligible for federal/state participation.
  - 7. The Municipality shall, in cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
  - 8. Basis for local participation:

(a) **Preliminary Engineering: Plan Development – 4550-08-00**

In accordance with Program Management Manual (PMM) 03-25-05, the municipality is responsible for 25 percent of the design engineering for connecting highway projects. Additional design work, at the request of the municipality, may require local participation. The design amount shown in Table 1: Summary of Costs will be further defined as the project continues through the scoping and design process.

(b) **Real Estate Acquisition:**

Acquisition of any necessary right-of-way within Connecting Highway limits is the responsibility of the Municipality. Right-of-way required for the project should be purchased by the municipality and may be eligible for up to 100% State participation and must be acquired in the municipality's name. Real estate required for parking lanes is not eligible.

- i) The State will reimburse the Municipality for real estate and all eligible acquisition costs necessitated by the roadway construction if the real estate is being acquired where roadway improvements are needed.
- ii) It shall be the responsibility of the Municipality to provide all payments necessary for acquisition and relocation benefits. The Municipality will be given reimbursement for the approved real estate costs of the project based on the project cost share. Reimbursement can be submitted quarterly with payment requests in the amount of \$250,000 or greater, up to the final payment. Final payment may be less than \$250,000. Or the Municipality can make one submission for the whole project after real estate acquisition is complete. Approved real estate costs are those actual costs appropriately documented by the Municipality, and further approved by the Department for reimbursement. All eligible reimbursements must be submitted to the State for approval and payment no later than six (6) months after the real estate acquisition is complete.
- iii) When State or Federal dollars are to be used to reimburse the Municipality for any real estate acquisitions or relocations related costs, all real estate activities are subject to reviews and approvals by

the State. Required State reviews and approvals are identified in the Local Public Agency manual.

- iv) All municipal lands, owned by the Municipality, required for this improvement project shall be dedicated/donated as right-of-way by specific resolution of the municipal governing body at no cost to the State. Exceptions to this dedication are those lands held by the Municipality under 4F and 6F Park lands, which will follow standard acquisition process.
- v) Real Estate Remnant Parcels: Any remnant properties created by partial acquisitions and acquired as part of this public improvement project, or any additional lands deemed unnecessary for the project will be acquired by the Municipality. Title to any such remnant parcels to remain the name of the Municipality.
- vi) Consultant real estate contractors engaged by Municipality to deliver real estate services must be members in good standing of the State approved roster of approved consultants. No substitutions shall be permitted without prior written consent of the State.
- vii) The Municipality shall bear, at Municipality expense, all costs of litigation arising out of the acquisition of the real estate for the Project. The Municipality may qualify for reimbursement for some of the litigation expenses if it follows the procedures set forth in Chapter 7 of the Local Program Real Estate Manual.

(c) **Construction – 4550-08-70**

Cost Share or Non-Participating items will be determined as the project continues through the scoping and design process.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.



**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](http://plymouthgov.com)

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**DATE:** October 9, 2025

**TO:** Mayor and Common Council

**FROM:** Cathy Austin, Director of Public Works

**RE:** **Easement with Wisconsin Public Service Corporation**  
**West Stafford Street Parking Lot: Parcels 59271802560, 59271802540,**  
**59271802530, 59271802520, and 59271803880**

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**Background**

Wisconsin Public Service Corporation (WPS) is requesting a 12-foot wide easement for the relocation of a gas line within the West Stafford Street Parking Lot.

In preparation for the planned City and Utility project scheduled for 2026, WPS needs to relocate the existing gas line. This work is anticipated to occur in late October or November 2025.

With the City's recent property acquisitions in this area, WPS is finalizing the easement documents to include all applicable parcels. The final easement documentation will be provided to the Council prior to Tuesday's meeting.

**Recommendation**

Approve the WPS easement request for the gas line relocation within the West Stafford Street Parking Lot.

**3335240**

**Easement**

THIS INDENTURE is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between **City of Plymouth, a municipal corporation**, ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin Corporation, along with its successors and assigns (collectively, "Grantee") for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor, owner of land, hereby grants and warrants to, Grantee, a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area" more particularly described as follows:

Part of Lots 8, 9, 10, 11, 12, 13 and 14 all in Block 19 of the recorded Original plat of the City of Plymouth, part of Mill Reserve of Appleton's Addition No. 2 of Section 27, Township 15 N, Range 21 E, **City of Plymouth, County of Sheboygan, State of Wisconsin, as shown on the attached Exhibit "A".**

Return to:  
Wisconsin Public Service Corp.  
Real Estate Dept.  
P.O. Box 19001  
Green Bay, WI 54307-9001

Tax Parcel Identification Number  
(PIN)

**59271802560**

**59271802540**

**59271802530**

**59271802520**

**59271803880**

- 1. Purpose: GAS** - The purpose of this easement is to construct, install, operate, maintain repair, replace and extend underground utility facilities, pipeline or pipelines with valves, tieovers, main laterals and service laterals, together with all necessary and appurtenant equipment under and above ground, including cathodic protection apparatus used for corrosion control, as deemed necessary by Grantee, for the transmission and distribution of natural gas and all by-products thereof, or any liquids, gases, or substances which can or may be transported or distributed through a pipeline, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
- 2. Access:** Grantee shall have the right to enter on and across any of the Grantor's property outside of the easement area as may be reasonably necessary to gain access to the easement area and as may be reasonably necessary for the construction, installation, operation, maintenance, inspection, removal or replacement of the Grantee's facilities.
- 3. Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.
- 4. Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.

- 5. Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
- 6. Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
- 7. Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
- 8. Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.

[REMAINDER OF PAGE LEFT BLANK]

WITNESS the hand and seal of the Grantor the day and year first above written

City of Plymouth, a municipal corporation

Organization name

Sign Name

Print name & title

Sign Name

Print name & title

STATE )  
OF \_\_\_\_\_ )SS  
COUNTY )  
OF \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the above-named \_\_\_\_\_ **City of Plymouth, a municipal corporation**, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same.

Sign Name

Print Name

Notary Public, State of

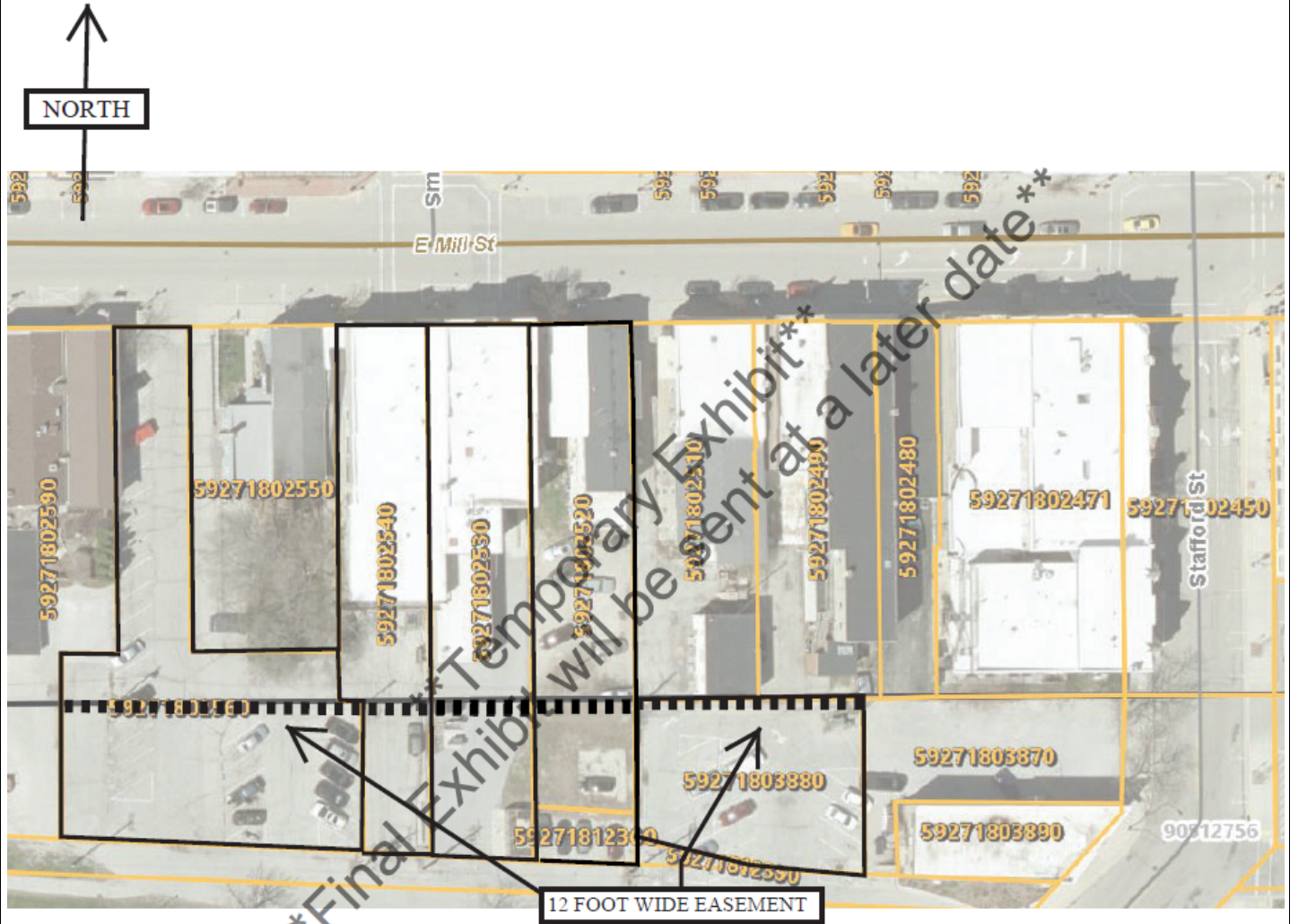
My Commission expires:

This instrument drafted by: Andrea Windham  
Wisconsin Public Service Corporation

REMS Entity ID	WR Number	Document ID	REMS Formatted Number
1487802	WMIS-3468718	3335240	INT11-487-802

# Exhibit "A"

Not to Scale - For Reference Only



Doc ID: 3335240

County: Sheboygan

WR Number WMIS-3468718

Tax Parcel Numbers: 59271802560  
59271803880

Date: 7/29/2025

59271802540

59271802520

59271802530