

**OFFICIAL MINUTES  
FINANCE & PERSONNEL COMMITTEE OF THE  
PLYMOUTH COMMON COUNCIL  
TUESDAY FEBRUARY 28, 2023**

1. **Call to order and roll call:** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:30 PM. On call of the roll, the following members were present: Mayor Donald Pohlman, John Nelson, Amy Odekirk and Mike Penkwitz. Also present were: Alder. Angie Matzdorf, Alder. Charlie Hansen, Interim Police Chief Matt Starker, Finance Manager Kim Ross, Human Resources Specialist Leah Federwisch, City Administrator/Utilities Manager Tim Blakeslee, and Clerk/Deputy Treasurer Anna Voigt.
2. **Approval of meeting minutes for February 14, 2023 meeting:** Motion was made by Odekirk/Penkowitz to approve minutes from February 14, 2023. A unanimous aye vote was cast. Motion carried.
3. **Utility Account Specialist-Project Lead Job Description and Salary Range:** Blakeslee explained that in late 2022 the Management Assistant resigned to take a new position. Upon review of the needs at the Utility, a position managing projects that support Utility administration with a focus improving process and efficiency would be beneficial as opposed to a customer service focused position. The project lead position would also be cross trained with the Utility Account Specialist-Billing Lead and Utility Account Specialist-Collection Lead to provide backup when either of those employees are out of the office. All three positions would provide customer service to Utility customers as needed. Motion was made by Penkwitz/Odekirk to recommend Common Council approve the Utility Account Specialist-Project Lead Job Description and Salary Range. A unanimous aye vote was cast. Motion carried.
4. **Combining Part Time Record Clerks (3) to Full Time Records Clerk:** Federwisch explained that currently there are 4 part-time police records positions in the budget. Two of those part-time records individuals resigned in 2022 leaving the Department with 2 open positions. The Department did hire one individual in October 2022, but they resigned in December 2022. After reviewing the position and holding discussions with Interim Police Chief, it was determined that dispatching is a vital aspect of this position and it has been difficult to find someone with dispatching experience that wants to work part-time. Motion was made by Odekirk/Penkowitz to recommend combination of the three part-time police records positions to create a full-time position with a salary range of 17.34 to 22.56. A unanimous aye vote was cast. Motion carried.
5. **Utility PILOT Discussion:** Blakeslee explained in 2022 the General Fund budget for the PILOT from the Utility was \$815,000. Due to the full property assessment that was taking place in 2022, it was expected that tax rates would decrease slightly and the Fair Market Value Ratio would increase from .84 to 1.0. When the tax rates were finalized in December of 2022, the PILOT was calculated at \$686,650 which is \$128,350 less than budget. The main driver for the large decrease is the decrease in the Net Local and School Tax Rate. Staff will know the final impact on the 2022 budget after the audit is completed.
6. **Purchase of F-150 Truck for Water Utility, F-150 Truck for Electric Utility, and F-350 Truck Electric Utility:** Blakeslee explained that in late 2021 the Water Utility and Electric Utility each ordered an F-150 truck to replace two end-of -life 2012 Ford Transits currently in use by each department. Staff was notified last week that Ford has cancelled the municipal order and does not plan to honor the orders in the future as a result of the lack

of supply. If the municipal order program becomes available in 2023 placing a new municipal order in 2023 would at minimum result in trucks received in 2024 or possibly 2025. There is also no guarantee they would honor to order. The remaining option is to receive vehicles in a timely manner is to purchase trucks from a dealer. Motion was made by Pohlman/Penkwitz to recommend Common Council to approve the purchase of F-150 truck for Water Utility, F-150 truck for Electric Utility, and F-350 truck for Electric Utility. Upon the call of the roll, all voted aye. Motion carried.

7. **Adjournment:** Motion was made by Odekirk/Penkwitz to adjourn the meeting. A unanimous aye vote was cast. Motion carried.