

MEETING AGENDA

FINANCE & PERSONNEL COMMITTEE OF THE PLYMOUTH COMMON COUNCIL COUNCIL CHAMBERS TUESDAY OCTOBER 25, 2022

1. **Call to order and roll call** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:00 PM. On call of the roll, the following members were present: Mayor Donald Pohlman, John Nelson, Greg Hildebrand and Amy Odekirk. Also present were Alder. Charlie Hansen, Alder. Angie Matzdorf, City Administrator/Utilities Manager Tim Blakeslee, Director of Public Works/City Engineer Cathy Austin, Finance Manager Kim Ross and City Clerk/Deputy Treasurer Anna Voigt.
2. **Approval of meeting minutes for October 11, 2022 meeting:** Motion was made by Hildebrand/Pohlman to approve the minutes from October 11, 2022. A unanimous aye vote was cast. Motion carried.
3. **Budget Work Session – Utility Operating and Capital – Tim Blakeslee, City Administrator/Utilities Manager:** Blakeslee presented the proposed Operating and Capital budget for the Utilities. Water and wastewater utility is proposing 3% rate adjustment to each. Electric Utility doesn't have a rate increase for 2023 but plans for one in 2024. The amount of rate increase is determined by the PSC. Electric rates have not increased since 2015, however users are seeing an increase in their power bill due to purchased power cost increases. Blakeslee went over the capital revenues and expenses for the utilities.
4. **Approval and Recommendation of Vacation Policy/Handbook Amendment – Leah Federwisch, Human Resources Specialist:** Federwisch explained as part of recent negotiations, the City and Union agreed to add an additional floating holiday for Police Officers. Staff is recommending to change the number of floating holidays for non-unionized staff to match the same number of scheduled paid days off as the Police Union. Motion was made by Hildebrand/Odekirk to recommend Council to update the policy/handbook amendment to add an additional floating holiday. A unanimous aye vote was cast. Motion carried.
5. **Discussion regarding Summer Hours Extension – Leah Federwisch, Human Resources Specialist:** Federwisch proposed making the summer hours permanent for City Hall and Utility office staff. Currently City Hall is open 7:30 AM – 4:00 PM Monday – Thursday and 7:30 AM – Noon on Friday; staff is here 7:00 AM – 4:00 PM with a half hour lunch and Friday 7:30 AM – 1:00 PM with no lunch. Utility office staff is open 7:00 AM – 4:00 PM with an hour closed to the public for lunches and meetings on Fridays the office is open from 7:00 AM – 1:00 PM. Motion was made by Odekirk/Hildebrand to recommend Council to update the hours and make summer hours permanent. A unanimous aye vote was cast. Motion carried.
6. **Adjournment** Motion was made by Odekirk/Hildebrand to adjourn. A unanimous aye vote was cast. Motion carried.