

**OFFICIAL MINUTES
FINANCE & PERSONNEL COMMITTEE OF THE
PLYMOUTH COMMON COUNCIL
TUESDAY JANUARY 24, 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, Greg Hildebrand and Amy Odekirk. Also present were Alder. Charlie Hansen, Alder. Diane Gilson, City Administrator/Utilities Manager Tim Blakeslee, Finance Manager Kim Ross and City Clerk/Deputy Treasurer Anna Voigt.
2. **Approval of meeting minutes for October 25, 2022 meeting:** Motion was made by Odekirk/Hildebrand to approve the minutes from October 25, 2022. A unanimous aye vote was cast. Motion carried.
3. **Discussion and possible action on sewer/water rate increase:** Finance Manager Ross explained the 2023 budget included a simplified rate increase of 3% for Water and Sewer effective in March. The PSC has changed the simplified rate increase to a minimum of 4.5%. Going through a full PSC rate case as opposed to the simplified rate increase could result in a rate proposed by the PSC significantly higher than 4.5%. The sewer rates are not regulated by the PSC, but staff recommends matching the water rate percentage as a result of the increase in chemical costs and building maintenance at the Waste Water Treatment Plant. If approved the increase would be effective April 1. The average residential customer would see a monthly increase of \$1.60 for water and \$1.22 for sewer. Motion was made by Pohlman/Odekirk to recommend to approve resolution #3 amending water and sewage utility rates for budget year 2023. Upon the call of the roll, all voted aye. Motion carried.
4. **Discussion and possible action on loan to TID #5 for Annual Street Program from Revolving Loan Fund:** TID 5 is projected to have funds available to build one final capital project of \$774,327 before it closes. 10 bids for the E Clifford St project were received with the lowest bid being \$939,752. In order to be able to complete the project, which is in the best interest of the City and Utility; the Utility will finance \$165,425 of utility capital costs of the E Clifford St. project. TID 5 currently does not have enough fund balance to pay for the E Clifford St. project in 2023, but will have cash flow over the next six years to pay back the loan principal to the RLF. Due to the change in the assessment values and decrease in tax rates, TID 5 is not projected to be able to pay interest on the loan. Motion was made by Pohlman/Hildebrand to recommend Council to approve a zero-interest loan of \$750,000 to TID 5 from the RLF to finance the construction of the E Clifford St. project in 2023 using the repayment schedule presented. Upon the call of the roll, all voted aye. Motion carried.
5. **Discussion and possible action on regarding TIF #6 repayment of City Advance:** In 2020, Council passed Resolution No. 5 authorizing the repayment of TID 6 advanced funds to the General Fund. The repayment was not able to be completed because at the end of 2020, the cash balance of TID 6 was negative and the shortage in 2020 and 2021 was covered by the General Fund. Motion was made by Pohlman/Odekirk to recommend to Council to approve the repayment of TID 6 advance of \$148,741 to the General fund in four annual principal-only payment and to approve the repayment of TID 6 advance of \$745,666 to the Utilities using the principal-only repayment schedule given with the

intention that if cash flow of TID 6 improves, the repayment schedule will be adjusted to return as much as possible to the Utility. Upon the call of the roll, all voted aye. Motion carried.

6. **Adjournment** Motion was made by Hildebrand/Odekirk to adjourn. A unanimous aye vote was cast. Motion carried.