

RECORD OF PROCEEDINGS

VILLAGE OF PLYMOUTH Finance Committee Minutes

November 16, 2021

Finance Committee on November 16, 2021 at 5:30pm. The following were present:

Joan Felver, Council Chairman
Dwayne Cassidy, Councilman
Susan Moore, Councilwoman
Cassandra Fryman, Mayor
DiAnn Jamerson, Fiscal Officer

James Burton, Acting Administrator
Susan Broderick, Councilwoman
Richard Metzger, Fire Chief
Tom Hintz, Police Chief
Rebekah Fearing, Admin. Assistant
Deb Cassidy, Utility Clerk
Wayne Liggett, Zoning Inspector

Shut Off fees

Discussion took place on what we charge for shut off/turn on fees for non-payment. We have approximately 950 customers. We send out approximately 250 late notices per month and from the late notices, we send out about 100 shut off notices. On shut off day we have between 10-50 accounts per month being shut off. It was stated we send 2 guys out to shut off the utilities, 2 guys to turn on. Also, if it is after 4pm the guys have to be called back in and that hour becomes overtime. Our current shut off/turn on fee is \$ 25.00, if it is after hours, it becomes \$60.00. Also, sometimes the calls go to the Police station if it is after hours. It was felt that the rate should be raised. The recommendation was as follows:

- \$ 75.00 during regular hours. Payment to be made by 3:00pm to be turned on the same day.
- \$ 150.00 if it is after 4:00pm
- On shut off days have a utility worker change schedule so that they are here until 5pm to avoid the call-in rate for overtime.

Electric connections

Currently we do not charge for new connections. Jamie stated the Village is losing funds because we are absorbing the cost to run the electric for a new build. He stated the cost of the wire is about \$2.50 per foot.

Discussion took place on establishing a per foot fee or a flat rate fee.

It was decided to charge a flat rate. Changes will need to be made to the codified ordinance.

Discussion also took place on changing the building permit fee to a range based on square footage.

The Zoning inspector fee the fee schedule in section 153.104 needed to be updated.

Transient Merchant Vendors

Mr. Liggett stated there should be permits issues for all transient merchants. Example P.I.C, Lions, Car Show, ect.

Section 110.20 needs to be reviewed. It was felt more information is needed to come to a recommendation.

It was also asked who is responsible for collecting the transient permit. It was stated they should fill out an application.

It was felt that this should be reviewed in the future to come to an agreement for what should be done.

Ethics

It was stated that all Village employees need to take the ethics class. It can be taken online at the Village. It was discussed that all new employees have until their probation is up. Current employees will have until the end of March to take the class.

It was stated to have the Solicitor prepare the motion.

The Fire and Police Chief stated that their employees take t as part of their training.

RECORD OF PROCEEDINGS

VILLAGE OF PLYMOUTH Finance Committee Minutes

November 16, 2021

Park Rentals

Discussion took place on the park rates. It was decided that there will not be a change in the park rates.

It was also stated we need to make sure if people are moving table at the park or any other items that they are put back in the proper place.

Budgets

Discussion took place on the budgets for 2022. It was stated in the past for Village vehicles to be on a rotation cycle for replacement. At one point we leased the vehicles and then turned them in while they still had a good resale value.

It was stated we should get back on that schedule for all Village vehicles. Not just the police department. It was stated in the years we did not stay on the rotation we spent between \$14,000 to 16,000.00 per year for repairs, when that could potentially pay a loan payment. During the years we have followed the plan maintenance cost are usually very low under \$2,000.00.

Chief Hintz went over his 2022 budget. The increase in is budget is due to Health insurance costs, Worker's compensation costs, and gas. It was stated by a councilmember that we need to remember the Police department runs 24/7 – 365 days per year. The amount of their budget is small compared to the amount of service they provide.

Chief Hintz stated we have two vehicles that are at the end of the warranty and that is when we trade them in due to knowing the maintenance costs will start to greatly increase. It was stated we got lucky with on of the repairs on the vehicle. It was close to being out of warranty and the repair would have been around \$4,000.00. But the dealership checked and was able to cover it under warranty. He is hoping in 2022 they will be able to trade in the two vehicles.

Chief Hintz also went over the raises for his employees. He recommended the top of the pay scale for them all. Stating they are good employees and we need to keep the employees we have, it is hard to find anyone to apply for the jobs in the past year. The Academy classes are not as full of cadets. And other bigger departments are looking for officers.

Discussion took place on the raises. Chief Hintz stated he put it in his budget. He also stated we need to remember the School resource officer is paid by us but the school has a grant they pay us for providing the position.

It was decided to put the Chief's recommendation into the 2022 wage motion.

Ro's

It was stated that all purchases have a RO created by the Fiscal Officer before ordering. If not, it is not to be paid. There is an exception for the annual service agreements that automatically renew every year.

This is being brought up because it is felt that the proper procedure should be followed. It was stated this procedure was not followed in the past when there were purchases made.

Fire raises

Mrs. Felver stated she would review them with the Chief to see if there were any changes to be made but thought they were done.

Capital Improvement Project

The Capital improvement plan that Roberta Streiffert has prepared for us. She will be here Tuesday to make a recommendation on the water rates and provide a copy of the Capital asset management plan.

RECORD OF PROCEEDINGS

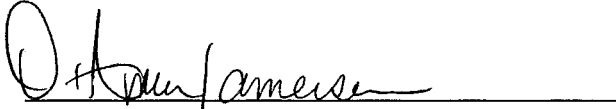
VILLAGE OF PLYMOUTH Finance Committee Minutes

November 16, 2021

James Burton also state that Columbia gas has a big line replacement project in the works for Plymouth. More details to follow.

Meeting adjourned at 7:22pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "DiAnn Jamerson", is written over a horizontal line.

DiAnn Jamerson, Fiscal Officer, MMC