Mount Vernon

Utilities Commission Commission Meeting Agenda

March 7, 2024
8:30 AM

CALL TO ORDER

MINUTES APPROVAL

February 1, 2024

ADJUSTMENT JOURNAL

February Adjustment Journal

- Adjustment Journal

NEW BUSINESS

Stage-406 Johnson Ave
Nicholas Myrda-Leak Credit Request

- Leak Credit Request

Jaime Day-Unconfirmed
Water meter replacements for meters over 2" in size
Stormwater inspections update
Utility Commission Bylaws

- Bylaws

Phase 7 RK1 Water Treatment Plant

OLD BUSINESS

OTHER

COMMUNICATIONS

WWW Attachment

ADJUSTMENTS/CORRECTIONS
FEBRUARY 2024

Account #	Amount	Name	Address	Leak Credit Y or N	Reason	Date of Credit
Multiple	$5,593.60	Bulk Water	Multiple	N	Bulk Water	2/6/2024
50.27.1	$746.97	AMG Industries	200 Commerce Dr	N	Returned Payment	2/21/2024
50.27.1	$746.97	AMG Industries	200 Commerce Dr	N	Returned Payment	2/22/2024
55.501181SW.1	$4,864.00	Cooper Cameron Corp	105 N Sandusky St	N	Correction for miscalculated adjustment, customer made multiple payments to an old account number	2/26/2024

Communication: Adjustment Journal (February Adjustment Journal)

Any Adjustments over $500.00 goes to Utilities Commission

13.106.8

Hello,

My name is Nicholas E Myrda and I live at 1041 East Curtis Street, Mount Vernon. We had gotten a high use notice for January 16th - February 15th 2024. I figured out that my almost 4 year old toddler had left the garden hose on in our yard. It was on approximately a week or longer. I was hoping to get some forgiveness on the sewer part since my yard received the water.

My water & sewer bill is typically $60.00, my recent bill was $ 959.57. with sewer being $574.41 of it.

Any help is greatly appreciated.

My phone number is 330-464-6392.

Thank you

Nicholas Myrda

Communication: Leak Credit Request (Nicholas Myrda-Leak Credit Request)

Mount Vernon
An Innovative Community; Authentically Hometown

BYLAWS OF THE

Utilities Commission for the City of Mount Vernon, Ohio

ARTICLE 1. NAME

The name of the board is the Utilities Commission.

ARTICLE 2. PURPOSE AND DUTIES

(A) The purpose of the Utilities Commission shall be to regulate the rates and the services of the water, wastewater, and stormwater utilities for users of the city utilities. The Utilities Commission will recommend the billing rate for the water billing to the Safety-Service Director. The Utilities Commission will also recommend the billing rate to the City Council for the wastewater rates and the stormwater rates.

(B) The Utilities Commission may also discuss the following items (but not limited to):

(a) Adjustment journals (adjustments to water, wastewater, and stormwater) on a case by case basis

(b) Hear any appeals from customers concerning a discrepancy in their charges and rates

(C) Relevant City of Mount Vernon Code for the Utilities Commission is as follows:

(a) Codified Ordinances Chapter 911: SANITARY SEWER USE

(b) Codified Ordinances Chapter 913: USER CHARGE AND INDUSTRIAL COST RECOVERY

(c) Codified Ordinances Chapter 919: WATER USE AND RATES

(d) Codified Ordinances Chapter 920: STORMWATER MANAGEMENT AND EROSION AND SEDIMENTATION CONTROL

ARTICLE 3. MEMBERSHIP

(A) The Utilities Commission shall consist of:

(a) Safety-Service Director

(b) City Engineer (or designee)

Communication: Bylaws (Utility Commission Bylaws)

(c) Utilities Director (or designee)

(d) Two citizen members appointed by the Mayor of the City. One will be a full voting member and the other will serve as an alternate. Terms for the citizens members will be for two years

(e) City Council representative (non-voting)

(f) Law Director (or designee) (non-voting)

(B) A vacancy shall be filled by the Mayor or other Chief Appointing Authority for the unexpired term.

(C) An individual board member may not act in an official capacity except through the parameters set forth in these bylaws, the ordinances of the City of Mount Vernon, by the Ohio Revised Code (ORC), and any other laws, codes, and administrative guidelines set forth by the State of Ohio.

(D) Conflict of interest - members are expected to let the Utilities Commission Chair or designee know if there are any conflicts of interest regarding the business set forth on the agenda or that may arise in a meeting.

(E) Attendance - members are expected to let the Utilities Commission Chair or designee know if they are not able to attend the meetings.

(F) The Chair (or Vice-Chair in his/her absence) shall advise the Mayor by letter if any Utilities Commission member has absented himself or herself from all meetings held during any period of ninety consecutive days or who has absented himself from a total of one-fourth of the regular meetings during a calendar year. The Mayor shall consider removing such a member.

(G) A member who seeks to resign from the Commission shall submit a written resignation to their appointing authority. If possible, the resignation should allow for a thirty day notice so the appointing authority can appoint a replacement.

ARTICLE 4. OFFICERS

(A) The Utilities Commission shall consist of a Chair and a Vice-Chair. The Safety-Service Director shall be the Chair, and the City Engineer shall be the Vice-Chair.

ARTICLE 5. DUTIES OF OFFICERS

(A) The Chair shall preside at board meetings and approve each final meeting agenda.

(B) In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair.

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ARTICLE 6. AGENDAS AND MINUTES

(A) The Utilities Billing Office Clerk (or designee) shall create the agenda and record meeting minutes.

(B) Agendas are published on the City's website at least 1 week prior to the meeting. Meeting minutes will be published as soon as possible after the meeting.

ARTICLE 7. MEETINGS

(A) The Commission meetings shall comply with the Ohio Open Meetings Act (ORC 121.22).

(B) Commission meetings shall be governed by Robert's Rules of Order.

(C) The Commission may not conduct an executive session without the approval of the Law Director.

(D) The Commission shall meet monthly on the first Thursday of the month at 8:30 a.m. in Council Chambers (40 Public Square) or when it is required to meet in order to comply with a legal deadline.

(E) No later than December of each year, the Commission shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and canceled meetings.

(F) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting.

(G) Four (4) members constitute a quorum.

(H) If a quorum for a meeting does not convene within twenty (20) minutes of the posted time for the meeting, then the meeting may not be held.

(I) To be effective, a board action must be adopted by an affirmative vote of the majority of the members present.

(J) The Utilities Commission may allow time for public comments during the meeting. The Chair may limit the length of time of any individual speaker.

(K) The City shall retain documents of the Utilities Commission pursuant to its written records retention policy as approved by the Ohio History Connection.

(L) Each person and Commision member attending a Commision meeting should act appropriately and professionally.

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ARTICLE 8. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws.

ARTICLE 9. AMENDMENT OF BYLAWS

A bylaw amendment is not effective unless approved by a majority of the Utilities Commission. Amendments may not apply to those provisions within the bylaws that carry state statutory requirements as outlined in the ORC.

The Utilities Commission bylaws were approved by the Utilities Commission meeting held on _____(date/time) at CITY HALL, 40 PUBLIC SQUARE, MOUNT VERNON, OHIO (location) .

_____

(Signature of Utilities Commission Chair)

(List of Utilities Commission Members Present)

Communication: Bylaws (Utility Commission Bylaws)