

NOTICE

Municipal Services Committee
Regular Meeting
Tuesday, September 27th, 2022 at 5:00 pm

Meeting will be held in person at the City Hall, 3rd Floor, 31 S Madison St Evansville, WI.

AGENDA

1. Call meeting to order
2. Roll call
3. Civility Reminder
4. Motion to approve the agenda as presented.
5. Motion to waive the reading and approve the minutes as printed from the August 30th, 2022 regular Municipal Services Committee meeting.
6. Citizen appearances other than agenda items.
 -
7. Billing / Customer Service:
 - a. Quarterly review and discussion of staff approved sanitary sewer billing adjustments, (Jan, Apr, Jul, Oct).
 - b.
8. Director's Report:
 - a. Parks and Recreation Report
 - b. Electric Rate Case Update
 - c. Lake Leota Dam Project Update
 - d. Municipal Service Garage Expansion Update
 - e. AMI Project (Placeholder)
 - Current AMI count remaining- Elec: **0** Water: 206
9. City Engineer Report:
 - a. Sub-division / Development Update
 - b. Lead service lateral replacements update.
 - c. Roadway construction & other project updates.
 - Liberty St Project
 - Sidewalk Projects
10. Administrative Staff's Report:
 - a. West Side Park Progress Report (Placeholder)

11. WPPI:

- a. Report from Darren
- b. Discussion and motion to approve the remaining WPPI Community Funds
 - Community Contributions - \$0 remaining
 1. \$500 Youth Center
 2. \$500 BASE
 3. \$500 PD Voucher Program
 - Economic Development - \$0 remaining
 1. \$1,000 Old Fashion Christmas
 - School Education & Outreach – \$0 remaining
 1. \$1,000 Green Team
 2. \$1,000 Scholarship
 - Customer Service & Branding - \$6,849.09 remaining
 1. \$3,500 Customer Appreciation Event
 2. \$1,750 for future rebates
 3. \$3,452.91 Spent on EV rebates, Energy Star Rebates & Energy Reports
 - 4.
 - 5.
 - 6.
- c. Customer Appreciation Event October 13th from 3pm – 6pm Update

12. Old Business:

- a.

13. New Business:

- a.

14. Upcoming Meeting Date:

October 25th, 2022 at 5:00 pm

15. Motion to Adjourn:

James Brooks, Committee Chair

Please turn off all cell phones and electronic devices before meeting commences. If you have any special accessibility issues, please contact Evansville City Hall at 608-882-2266 prior to the scheduled meeting. Thank you.

NOTICE

Municipal Services Committee
Regular Meeting
Tuesday, August 30th 2022 at 5:00 pm

Meeting will be held in person at the City Hall, 3rd Floor, 31 S Madison St Evansville, WI.

MINUTES

1. **Call meeting to order:** 5:02 PM
2. **Roll call:** Committee Chair Jim Brooks, Alder Joy Morrison, Alder. Ben Ladick.
Also in Attendance: Donna Hammett, Darren Jacobson, Bill Lathrop, Chad Renly, Tim Ament, Nick Bubolz, Kerry Lindroth, Berta Tingley-Hansen, Donna Hamilton.
3. **Civility Reminder**
4. **Motion to approve the agenda as presented:** Morrison/Brooks, motion carries 3-0
5. **Motion to waive the reading and approve the minutes as printed from the July 26th, 2022 regular Municipal Services Committee meeting:** Morrison/Ladick, motion carries 3-0.
6. **Citizen appearances other than agenda items.**
 - Ms. Berta Tingley-Hansen of 21 Montgomery Ct. appear to address the committee about concerns she has about the parking lot on Montgomery Ct. that her property is next to. She is concerned about the poor lighting, trash, and overgrowth on the other side of her fence. Pictures have been provided. She also wanted to know how the power pole that is attached to her fence going to be dealt with when she gets a new fence, for which she is going to the Historic Preservation for approval.
 - Renly stated that the pole is part of the overhead to underground project for 2023. Ms. Hansen stated that she was planning on removing the old fence as soon as possible. Lindroth stated that Water & Light would work with her about removing the pole. Renly stated that we can do things in house that can help the issue with the pole, so Ms. Hansen can get her new fence. Morrison stated that she notice the overgrowth also that is next to Ms. Hansen's fence. Renly stated that Public Works will work on the parking lot to clean up the brush.
7. **Billing / Customer Service:**
 - a. **Quarterly review and discussion of staff approved sanitary sewer billing adjustments,**
(Jan, Apr, Jul, Oct).
 - b. 56 Door Knockers were hung, at the end of the day we still have 39 customers on the list. 139 disconnections notices were sent this month. The 30 day past due balances total \$103,000 and the 60 day + past due is at \$67,000.
8. **Director's Report:**
 - a. **Parks and Recreation Report**

Anderson has moved all the soccer equipment to the temporary soccer fields at the cemetery, the lines are marked out on the field, along with temporary parking sign. The parking is far enough away from the cemetery in the event of a funeral at the cemetery.

Brooks asked about the Columbarium, Renly stated that there is no plan at this time, due to the last quote was \$17,000 over budget.

- b. Discussion and review of the electric rate case and motion to recommend to Common Council to proceed with the current submittal.** Tim Ament from WPPI is here to review the Electric Rate case that WPPI has been working on for Evansville. Ament review the Rate Case process and reviewed the percentage of the increase. Noted that it has been 10 years since Evansville's last Electric Rate Case.

Overall Rate increase 4.65 %-5.79%. Morrison asked if the PSC would penalize us for not asking for a rate increase sooner, Ament stated that in the end the PSC looks at the facts and numbers.

Motion to recommend to Common Council to proceed with the current submittal: Ladick/Morrison-Motion carries 3-0

- c. Lake Leota Dam Project Update – Motion to recommend to Common Council to proceed with option 3, capping of the existing spillways.** The concrete spillways and walkway abutments are in worse condition than anticipated. After the contractor began removing the delaminated concrete, they began to expose some areas where the concrete was very soft and crumbling. The consensus between the DNR, Jewell, and the city is that the spillways have reached their life expectancy and need to be replaced. The recommended option is to increase the thickness of the spillway, this is the most cost effective. **Motion to recommend to Common Council to proceed with option 3 capping of the existing spillways.** Morrison/Ladick-Motion carries 3-0
- d. Review and motion to recommend to Common Council the bid by MJ Electric for the overhead to underground project.** Morrison/Ladick-Motion Carries 3-0
- e. WWTP DNR Inspection Report-** Overall the inspection was good and WWTP is in compliance with all terms and conditions. A couple of items need to be followed up on.
1. Update the CMOM to reflect the current contacts and position descriptions.
 2. Submit to the Department a site map of where the groundwater monitoring wells are located, the GPS Coordinates for each well, and the boring logs and/or well construction form for each well.
- f. Municipal Services CIP Review & Discussion:** Reviewed changes: Tool Cat-change from 2,550 to 22,000 also from a 3yr cycle to a 5yr cycle. Park Warming house added 75,000. End loader from 25,000 to 59,000. Parks and Training Truck/Fuel Truck from 45,000 to 52,000, Flat Bed Dump Truck from 51,000 to 57,000, Skid Steer 2800 to 5000. Added Wood Chipper 80,000. Street money DPW: Averaging 120,000-150,000 for street maintenance, hot mix, cold mix, line printing etc. Part of the money has come from the City and about 100,000 comes from the Wheel Tax. Spend about 98,000 and 105,000 on chip seal and crack filling. There has been talk about having the funding for street maintenance only coming from the

Wheel Tax, Renly has concerns about not having the levy money to help with the street maintenance, and this will cause a reduction in the ability to do the much need street repairs around the city.

g. Municipal Service Garage Expansion: Overall it's going well, not as quickly as 1848 wishes, there has been some delays on materials, the garage doors have been delayed several times. There was an issue that there were no cuts out for windows in the backside facing the corner field, it was decided not to put the windows in, it is not being use for office space, 1848 will be working on giving us a credit for the windows. Garage should be done with in the next month, month ½ pending material availability.

h. AMI Project (Placeholder)

- **Current AMI count remaining- Elec: 0 Water: 216-** Not much change, water crew started flushing and so it's hard to make appointments during this time. Hammett started that there are about 4 appointments scheduled after Labor Day. Letters have been sent out again, and we may have to hang door knockers.
- Renly presented a job description for a Utility Locator. Renly stated that it has been taking to 2 Linemen away from other jobs to do locates. Renly has had this job in his budget request for several years, and proposes that it can be paid through out all the utilities: Electric, Water, and Sewer.
- During times where they are not locating this person can help with other departments. Pay will be \$23.00 an hour full time. The Committee approves of this position.

9. City Engineer Report:

a. Sub-division / Development Update-Porter Rd permits are still being worked on. Westfield Meadows should be completed by the end of the year.

b. Lead service lateral replacements update. - The ordinance is going through 2nd review, need to talk about the policy. Discuss on how to use the money. If we are going to pay the homeowner to replace their service lateral or are we going to have it accessed to the tax roll over the next ten years. The money is to be used for lead services from the curb stop to the meter. If there is lead service from the main to the curb stop, the city needs to replace their portion at the same time. There are about 66 properties that we are aware of that have lead services. Bubolz is in the process of getting the RFQ to contractors by putting an ad in the paper. He's working on a list of contractors and should have it completed by next week. Bubolz will be putting together a letter with the policy on it for the Liberty St residents, which will include the list of contractors. Council will have to discuss the policy.

c. Roadway construction & other project updates.

- **Liberty St Project-**Maple St to Second St should be paved by this Thursday, in time for the start of school. Underground utility work is progressing from Second St. to Third St. They are working on laterals now and will jump back to storm sewer work and water main work, then move on to the last block, Third St to Fourth St.
- They are working on the S Madison St project, and the bump outs on Main St, and will looking at doing concrete work. Next week hoping to get bricks back in.

We will lose a couple of parking places due to bump outs. Road will be open before the Ladies night out event.

- **Sidewalk Projects-S** Madison St to Water St, should be done by next week.

10. Administrative Staff's Report:

- a. West Side Park Progress Report (Placeholder)** - Renly stated that they have begun moving dirt today. There was a plan for a 4-inch water meter, but MSA is looking into the possibility of using a smaller meter depending on flow rates and pressure losses. The Park and Parking lot will be closed during construction.

11. WPPI:

- a. Report from Darren**-Have been reaching out to large power customers. Has site meeting at Baker Manufacturing. Meet with Scott Anderson, for the Green Team at the High School, they are working on a solar project for the school. They have about \$7,000.00, looking to get a total of \$20,000. Also discussed lighting projects, and Focus on Energy. The National Theater did not decide to run any programs in 2022, they are working on programs for 2023.
- b. Discussion and motion to approve the disbursement of the WPPI Community Funds**
 - **Community Contributions - \$1,500 remaining**
 1. Youth Center-\$500.00
 2. PD Voucher Program-\$500.00
 3. Base-\$500.00
 - **Economic Development - \$1,000 remaining**
 1. Old Fashion Christmas – Chamber - \$1000.00
 - 2.
 - 3.
 - **School Education & Outreach – \$1,000 remaining \$1,000 spent (scholarship)**
 1. Green Team-EHS \$1000.00
 - 2.
 - 3.
 - **Customer Service & Branding - \$12,099.09 remaining \$3,452.91 spent (Home Energy Reports & Ford EV Rebate & Energy Star Appliance Rebates)**
 1. \$3,500 Customer Appreciation Event
 2. \$1,750 for future rebates
 - 3.
 - 4.
- c. Customer Appreciation Event October 13th from ~~4pm~~ – ~~7pm~~—New Time 3pm-6pm**

Hot Dogs, Brats, The Twisted Cone ice cream. Working on the EV car show, and Safety Training Trailer. Renly is working on give a-ways for the event through Home Depot. Focus can do a pop up sales two week prior to the event or we could buy to give away at the event.

12. **Old Business:** None

13. **New Business:** None

14. Upcoming Meeting Date:

September 27th, 2022 at 5:00 pm

15. Adjourn: Ladick/Morrison: 3-0 7:17 pm

James Brooks, Committee Chair