

NOTICE

Municipal Services Committee
Regular Meeting
Tuesday, October 25th, 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:** 5:00 pm
2. **Roll call:** Committee Chair Jim Brooks, Alder Joy Morrison, Alder Ben Ladick
Also in Attendance: Donna Hammett, Dale Roberts, Bill Lathrop, Chad Renly, Darren Jacobson, Kerry Lindroth, Ben Corridon, Brian Berquist.
3. **Civility Reminder**
4. **Motion to approve the agenda as presented.** Ladick/Morrison 3-0 Motion Carries
5. **Motion to waive the reading and approve the minutes as printed from the September 27th, 2022 regular Municipal Services Committee meeting.** Ladick/Morrison 3-0 Motion Carries
6. **Citizen appearances other than agenda items.**
 - Ben Corridon appeared on behalf of the Evansville Youth Center. The board would like to know what the time line is to replace the doors at the youth center. Only one of the doors works, and the locks on both doors are bad and cannot be replaced. Renly stated that they will look at it next week.
7. **Billing / Customer Service:**
 - a. **Quarterly review and discussion of staff approved sanitary sewer billing adjustments,**
(Jan, Apr, Jul, **Oct**). Motion to approve sanitary sewer billing adjustments for the quarter in the amount of \$1,949.63: Ladick/Morrison 3-0 Motion Carries
 - b. **Disconnects & Tax Roll:** 206 Disconnect Notices were sent on Nov 7th, on Nov 18th sent crew to hung 96 door knockers, on Nov 19th disconnected 11 services, with 2 still off at this time, one occupied and one not occupied.
 - c. **Tax Roll:** October 15th 650 letters were sent out 214-landlord letters and 436 customer letters, balance at that time \$137, 449.84. Balance at the end of today was \$55,938.09 with 235 accounts remaining. 10% penalty was placed on account Nov 1st and balance is due Nov 15th or it will go to tax roll.
8. **Director's Report:**
 - a. **Parks and Recreation Report:** Staff is buttoning up the park and shutting down the bathrooms for the season. Bathrooms will be closed starting next week. Morrison asked if we have seen a problem with the geese this year. Renly stated that 4 years ago we had 150-200 staying, last year about 70 would stay and this year only about 30-40 staying. The lights that have been there for some time and seem to be working well.

- b. Electric Utility Benchmark Report:** Renly went over a summary of the report, first the Net Operating Income per revenue (page 12 in packet) since the last rate case in 2012 there has been a steady decline to 2021, even lower this year. Next (page 14) Total O&M Exp. Has been steady until 2020, partly due to the UTL substation and increase in maintenance work. Next (page 22) Net Operating Income per kWh sold, big spike in 2013 after rate case and there has been a steady decline since. Next (page 24) Distribution Loss percentage, on average a good percentage is 3%, normal loss due to meters, line loss, old transformers, the drop in 2017 is partly related to the AMI meter conversion. The 2020-2021 spike is mostly due to the substation loss. Next (page 26) Electric Retail customer per Electric full-time employee< we are high compared to other utilities. In 2023 we have lost a position and will be at 1100 customers per one full time lineman, this is something to think about going forward. The utility needs positions and is under staffed. Lathrop asked why O&M cost are higher compared to other communities, Renly stated that part of this is due to the UTL substation transformer replacement and Renly has been pushing more maintenance, to attempt to catch up with deferred maintenance. Administrative costs are also included in operational expenses.
- c. Yard Waste Site Fees – Motion to recommend to Common Council to add the following fees to the fee schedule.** Ladick/Morrison 3-0 Motion Carries
- **Non-Residential Fee - \$100**-change to Non-Resident home owner Fee
 - **In Town Commercial - \$500**
 - **Out of Town Commercial - \$1,000**
- Roberts asked about Commercial user that has used his home address, Renly stated that the address used should be the business address of the company that is applying and not the business owners personal home address.
- These fees will start in the 2023 yard waste season.
- d. Yard Waste Site hours of operation:** Wednesday November 3rd is the last Wednesday night for the season and November 19th will be the last Saturday. Corridon talked to Renly regarding opening the site for an additional day, Renly stated that they will look into it more but does not see an issue with it. A possible solution discussed is to have the yard waste site open the last Sunday of each month during the normal open season.
- e. BIL – Grant Funds Update-** Our application was denied. There was approximately \$526 million in requests and only \$68 million to give out. We will try again next time there are available funds. The road projects that were submitted: Brown School Rd and Garfield Ave.
- f. RR Sidewalk Crossing – N Madison St-Moved to 9B**
- g. Lake Leota Dam Project Update –** Went out to bid last week, will be posted this week and next week, bid opening Nov 7th. (For Coffey Dam) will go to Council on Nov 8th. The original bid from Highway Landscapers was approximately \$365,000, the reason it is so high is because they would have to buy and or rent equipment and sheeting. Lathrop asked what the tipping point is. Renly stated that the other alternative would be to drain the lake but will have to see how the bids come in.
- h. Municipal Service Garage Expansion Update:** The contractor is wrapping this up, finishing up electric, HVAC and painting. Walk through with 1848 tomorrow morning to create a punch list. Brooks asked why are we adding an island to the

driveway, Renly was told by Sergeant that because we were doing work to the property and that we had to bring it up to current Municipal Code.

i. AMI Project (Placeholder)

- **Current AMI count remaining- Elec: 0 Water: 199**

9. City Engineer Report:

a. Sub-division / Development Update: South of Porter Rd, they are starting to wrap things up hoping to have things done by the end of the year. The northern part of 7th St is finishing up. Setters Grove-has permits in hand.

b. Roadway construction & other project updates.

- **Liberty St Project-** About 2 weeks out from paving, Brooks asked if Town & Country had received any complaints regarding the driveway aprons? Berquist said that at this time, no. This is done to make sure that the rain run off of doesn't backup into the street.
- **Sidewalk Projects / RR Crossing – N Madison Discussion & Possible Motion-** Next year's project load will be much lighter with a few sidewalk repairs and resurfacing, along with the mandated sidewalk changes at the RR Crossing, in the packet tonight is a standard reimbursement agreement for preliminary engineering services with Union Pacific Railroad, it stated that we agree that we will pay for the review and design by their engineer up to a maximum of \$15,000, Berquist stated that it should not cost this much and was a standard dollar amount.
Motion to recommend to Council: Ladick/Morrison 3-0 Motion Carries
- Berquist also stated that they have submitted for some clean water funds from the DNR.

10. Administrative Staff's Report:

a. West Side Park Progress Report (Placeholder)- Wrapping work up for the year.

11. WPPI:

a. Report from Darren

National Theater Company will be back next year, the list of contacts at the school district.

Helping office staff with high bill complaints.

Morrison attended the Chief Executive Breakfast, at the League of Wisconsin Municipalities Conference.

Brooks stated that Ever Lite Solar is back in town going door to door.

Economic Development money needs to be for energy incentives rather than just sending a check. Customer Service & Branding, the Committee will come back with ideas for the rest of the money \$6669.32 remaining at the November meeting. Motion postponed to next month.

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 Business Awards / Applications

- **School Education & Outreach – \$0 remaining**
 1. \$1,000 Green Team
 2. \$1,000 Scholarship-paid out
 - **Customer Service & Branding - \$7,419.32 remaining**
 1. \$2,929.77 (actual) Customer Appreciation Event
 2. \$1,750 for future rebates
 3. \$3,452.91 Spent on EV rebates, Energy Star Rebates & Energy Reports
 4. Possible give-a-ways (bags, pens, night lights etc.) \$750.00
 - 5.
 - 6.
- c. Customer Appreciation Event Update:** The event well, W&L had about 150 people attend, numerous people were disappointed that the EV ride and drive wasn't there.

12. Old Business:

- a. MEUW District Dinner Wednesday Oct 26th** – Morrison and Renly are going

13. New Business:

- a.** EVA substation went down on Saturday due to a squirrel; the middle bay was already out because of a lightning strike. The squirrel got on top of the far east regulator, it took down one phase leaving 2 phases open, causing low voltage for some services, it also took out 8 meters. The timing is never great. But we had just received parts to fix the middle bay to get it back up and running. We are going to keep the East Bay down to do some maintenance and upgrades, so we can get all 3 bays up and running.

14. Upcoming Meeting Date:

November 29th, 2022 at 5:00 pm

15. Motion to Adjourn: Ladick/Morrison 6:23 pm

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.