

**Municipal Services Committee**  
Regular Meeting  
Tuesday, September 26, 2017 5:00 pm  
Water & Light Shop, 15 Old Highway 92, Evansville, WI

**MINUTES**

1. Call meeting to order at 5:00 p.m.
2. Roll call. Brooks, Dobbs and Cole (arrived 5:02) present. Also present were Sendelbach, Reynolds, Sergeant, Berquist, Neeley, Rigg and customer for account 18-4710-01.
3. Civility Reminder.
4. Motion to approve the agenda as presented. Dobbs/Brooks. Motion passed 2-0.
5. Motion to waive the reading and approve the minutes from the August 29, 2017 regular Municipal Services meeting with minor correction to 9d. Dobbs/Brooks. Motion passed 3-0.
6. Citizen Appearances other than agenda items. None.
7. Customer concerns. Discussion and possible motions for billing adjustments
  - a. 18-4710-01. Customer had a hose leaking in back yard. Sewer credit of 14.26 applied to account. Brooks/Cole. Motion approved by roll call.
  - b. 29-0090-13. Customer asked for lawn watering credit. Credit is applied for new construction. Does not fit necessary repair to water system or leak to ground. No action taken.
  - c. 16-1500-05. Customer had series of leaks. Leaks fixed, but no baseline of use has been established to determine credit. Will be reviewed again in the following meetings after an average is determined.
8. Staff Report
  - a. Motion to approve Utility Customer Policy and Procedural Manual. Committee reviewed the manual and made minor grammatical corrections and other changes. Brooks asked if a credit card does not match any of the criteria, what does staff do. Rigg explained they would need a different form of payment naturally. This was added to the manual. Cole/Dobbs. Motion passed 3-0.
  - b. Amendments of the 2018-22 Capital Plan. Rigg explained that some funding sources for the cemetery mower need to be changed. The generators for City Hall and PD building should go back in for 2018 and use excess general fund reserves per policy. More needs to be discussed in Finance Committee but the changes were acceptable to the Municipal Services Committee. No other additions or subtractions were suggested by Committee or staff.
  - c. Amendments to the proposed budget for 2018 Fiscal Year. Rigg said that the City needs to cut \$200,000 minimum in tax levied expenses and the recent local vehicle registration fees should apply to an increase in necessary annual road maintenance. Per Rigg's recommendation, the added FTE position was cut, Street Maintenance was

- increased to \$150,000, and pay increases to get all Municipal Service employees in the second quartile of wages per the 2015 wage study was added. Reynolds did not see a need to increase the number of or hour for PTE help this year.
- d. Presentation on Rates in Comparable Communities. Rigg showed the differing rates between other communities and the City of Evansville. Rigg showed the proposed increase for 2018 would still have the Evansville Residents paying cost to the same as other communities and less than Brodhead. Average resident will pay about \$4.00 above median costs. Some costs in other communities are hidden through fire protection assessments instead of billing. Some communities levy 100% for garbage and offer fewer services like yard waste collection without additional charges. Impact fees vary. Of those with Sewer the City of Evansville is far less than the average dollar and the low mean of the grouping.
  - e. Motion to recommend to Common Council Resolution 2017-26, Amending Sanitary Sewer Fixed and Variable Rates 2018-22. Rigg said the rates were the ones presented last time and they cover future expenses and create flexibility if needed. Dobbs/Cole. Motion passed 3-0.
  - f. Motion to recommend to Common Council Resolution 2017-27, Amending New Construction Sewer Hook-up Fees. Rigg said the rates of \$1,600 is fair and \$1,800 is not un-fair compared to other communities. Some communities also have separate impact fees for booster stations, lift stations, police, library, and other. Sergeant and Rigg both asked for a discount rate for multi-family as that requires less infrastructure to be run and promotes density. Berquist said when it comes to sewer, the plant is the largest cost so about 20% reduction may be closer to the savings. Resolution selected was at \$1,800 and multi-family at \$1,450. Dobbs/Cole. Motion passed 3-0.
  - g. Motion to recommend to Common Council Resolution 2017-28, Amending Fee Schedule –Waste Collection. Rigg said this will cover most of the yard waste disposal cost increases but staff need to work on reducing costs as well to completely balance for a while. Dobbs/Cole. Motion passed 3-0.
  - h. Discussion on National League of Cities approve Utility Services Partners, Inc. insurance program. Rigg explained he was approached by this company about selling in Evansville. Committee reviewed articles, the contract and handout material and decided not to endorse and take no further action.
  - i. 2019-28 CIP handout. Rigg gave a hand out showing a 10 year plan with payment options. Rigg asked all staff and committee members review this and make sure it includes everything; water tower, lift stations, dump trucks, and more.
9. Superintendent Report-
- a. Parks and Recreation Report. Allen Creek wall replacement has started again, replacing 100 feet. The water leak outside the park store was fixed. Lower shelter roofs are being repaired.
  - b. AMI Project. Rigg and Sendelbach reported minimal change. Nothing moved on water meter issues. New staff is starting next week so we will be able to start up again soon.

- c. Facility Study Update – Nothing new other than floor plan layout has been distributed to staff.
- d. Updates on water wells. More tests were ordered again for Well #1. City staff and City Engineer will meet with the DNR the following Tuesday to discuss the results. Radium levels are equal to eating a banana. DNR standards are ultra-safe and last results were within those standards and similar to previous tests.

10. City Engineer Report-

- a. Westfield Meadows & Windmill Ridge. Residents in Westfield have grass growing where recent stormwater changes were made. Windmill Ridge is laying asphalt.
- b. WWTP. Documents for financing will be sent to the State tomorrow.
- c. Westside booster station. Completed a hydro-test and they are working on a water model right now. Some existing homes will need boosting. Finding balance of providing pressure without over pressurizing those below the tower is necessary.

11. WPPI Report

- a. Written report. Baker is on hold for recent RFP for recent energy savings project. Neeley did a small business reach out to help business save money on their utility bill. Brooks said the WPPI Annual Meeting in the Dells went well. Rates should stay flat for now, but a loss of a large user in the network may alter prices in the future.
- b. Update on CTC spending for 2017. Neeley provided current balances. Brooks asked if the budgeted CTC and Economic Development funds could be applied to the Library Capital Campaign. The funds were already budgeted and approved for such purpose. Funds were updated by moving them specifically to the capital campaign and having staff complete the paperwork. The amounts are \$1,500 from CTC and \$1,000 from economic development.

12. Old Business-

- a. MUTCD and ADA Sign Compliance. Continue replacement. Reynolds asked about historic signs. Rigg said that the purchase of equipment can go to Historic Preservation line item in the budget. Labor should remain where it normally is coded due to the infrequency of installing these signs.

13. New Business- Dobbs asked for general information on the “Green Block” revenue.

14. Upcoming Meeting Date, October 24, 2017 at 5:00 pm. (meeting moved a week early due to Halloween night)

15. Motion to adjourn. Dobbs/Cole. Motion passed at 6:48 p.m.

Ian Rigg, City Administrator