

Municipal Services Committee
Regular Meeting
Tuesday, October 24, 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 and Dobbs. Cole was absent. Also present were Sendelbach, Reynolds, Sergeant, Berquist, Neeley, Rigg and citizens in appearance.
3. Civility Reminder.
4. Motion to approve the agenda as amended adding item 13b, Discussion on Municipal Services Superintendent position. Dobbs/Brooks. Motion passed 2-0.
5. Motion to waive the reading and approve the minutes from the September 26, 2017 regular Municipal Services meeting. Brooks amended the minutes to reflect the amount of funds given in 11b of the printed minutes. Dobbs/Brooks. Motion passed 2-0.
6. Citizen Appearances other than agenda items. Roger Berg and Ron Gay were in attendance to discuss the cutting down of a City terrace tree on 1st Street. After a lengthy discussion on why the trees was taken down and the process that lead to having an issue between the property owner and City, it was decided that the City needed to communicate better the rules related to work being done in the terrace or the right-of-way. The committee was not interested in having a fine assessed for violating the City ordinance knowing the tree removal was necessary for the utility repair and if there had been better communication ahead of time, it would have been approved.
7. Customer concerns. Discussion and possible motions for billing adjustments
 - a. 18-4710-01. Customer had a hose leaking in back yard. Rigg said that last bill that was presented was not the right reading information. The form they had was the previous months to the incident. Taking into account the prior credit a sewer credit of \$129.58 was applied to account. Brooks/Dobbs. Motion approved by roll call 2-0.
 - b. 16-1500-05. Customer had series of leaks. Leaks fixed and a baseline of use has been established to determine credit. A sewer credit of \$167.96 was applied. Brooks/Dobbs. Motion approved by roll call 2-0.
8. Staff Report
 - a. PSC – Rigg gave an update on the PSC Audit. Staff are working on getting final documentations to the PSC. This process has brought to light that more needs to be done in the way of written policies and procedures. MEUW has a good example.
 - b. Amendments of the 2018-22 Capital Plan. Rigg explained that with the increase in road funding Kinsey Court can be added without borrowing. Looking at the mill rate and levy, the Committee recommended that Kinsey Court be added to the plan and 2018 budget but paid for by borrowing to lower the levy. Motion was made to recommend changes to the Finance and Labor Relations Committee. Brooks/Dobbs. Motion passed 2-0.

- c. Amendments to the proposed budget for 2018 Fiscal Year. There were no amendments recommended. Committee was made aware minor adjustments may be made due to changes under item 13b and general costs (i.e. insurance) fluctuating or coming in still.
- d. 2019-28 CIP handout. This item was moved to the following month.
- e. Crosswalk. The Mayor brought it to the engineer, committee and staff's attention that there is an issue with pothole on the cross walk at Main and Union. The matter will be investigated and repaired if able.

9. Superintendent Report-

- a. Parks and Recreation Report. Allen Creek wall replacement is finished for 2017. The park store was closed for the cold season and all restrooms will be after soccer is finished. Lake Leota fish restocking took place and tree/grub clearing is done.
- b. AMI Project. Rigg reported minimal change. Training of staff will allow the project to ramp back up.
- c. Facility Study Update – Next month there is a meeting with the project manager.
- d. Updates on water wells. Hearing went well. Looking to add VFD motor to Well #1 to better mix the water.

10. City Engineer Report-

- a. Westfield Meadows & Windmill Ridge. A few residents in Westfield still have ponding issues (minimal to previous levels) in their back yards. It was advised to wait until spring for final settlement of ground and growth of grass to see if the ponding stops.
- b. WWTP. Pump equipment is being pre-bid.
- c. Westside booster station. Study should be complete by the end of the year.

11. WPPI Report

- a. Written report. WPPI is working with the City on the PSC audit. Larson Acres received a grant on energy efficiency upgrades.
- b. Update on CTC spending for 2017. In November final numbers for spending and proposals for CTC funds in 2017 will be done. Budget for 2018 will be presented in November as well.

12. Old Business-

- a. MUTCD and ADA Sign Compliance. Nothing new.

13. New Business

- a. Main Street Parking – Mayor asked committee to consider changing the angle parking on Main Street due to bottle necking issues. Rigg said without an alternative to reaching 14 heading north from the west end it will always bottle neck. Committee made no motion or recommendation at this time.

- b. Municipal Services Superintendent- Mark Sendelbach has decided to retire after being with the City for over 30 years. The committee decided it would like to meet with Finance and Labor Relations to go over the job description before the opening is advertised. Rigg suggested the 9th of November. Dobbs asked if it could be earlier at 5:00pm. Rigg said that he would have to talk to the Chair and get confirmation from at least one other member to make sure a quorum could be met.

14. Upcoming Meeting Date, November 28, 2017 at 5:00 pm.

15. Motion to adjourn. Dobbs/Brooks. Motion passed at 6:27 p.m.

Ian Rigg, City Administrator