

**Municipal Services Committee**  
Regular Meeting  
Tuesday, April 24, 2018 5:00 pm  
Water & Light Shop, 15 Old Highway 92, Evansville, WI

**MINUTES**

1. **Call to Order.** Brooks called meeting to order at 5:00 p.m.
2. **Roll Call.** Brooks and Ladick were present. Also present were Sperry, Hurtley, Renly, Rigg, Sergeant, Heidemann, Neely and residents. Cole was absent.
3. **Civility Reminder.**
4. **Agenda.** Motion to approve the agenda as presented. Ladick/Brooks. Motion passed 2-0.
5. **Minutes.** Motion to waive the reading and approve the minutes as printed from the March 27, 2018 regular Municipal Services meeting. Ladick/Brooks. Motion passed 2-0.
6. **Citizen Appearances.** None
7. **Customer Concerns.**
  - a. **18-2270-03.** The customer had a leaking toilet and clean water went into the system. Motion was made to credit \$30.36 to the account. Brooks/Ladick. Motion passed 2-0 upon roll call.
  - b. **18-4470-04.** The customer does not know where the leak came from. It has since stopped. Usage was an unusual spike. Motion to approve \$58.23 sewer credit on the account. Ladick/Brooks. Motion passed 2-0 upon roll call.
  - c. **13-2900-00.** No motion made. Item to be on the following month's agenda.
  - d. **13-4095-06.** No motion made. Item to be on the following month's agenda.
8. **Administrative Staff Report**
  - a. **Billing audit** – Rigg gave an update on the billing audit. They have received the PSC findings and staff are working on responses. Findings internally show the City under billed some customers.
  - b. **Debt Issuance.** Rigg explained that the 2019 sewer project had to be removed from the revenue bond request. All previously discussed financing options remain.
  - c. **Yard Waste Permitting.** Rigg provided some example permit forms and basic rules for allowing access to the yard waste site for commercial entities after hours and non-Evansville residents during business hours. The Committee discussed some guidelines to be followed. Public input was received. Rigg was given instruction on changes to the permit and present it at the following Common Council meeting.
9. **Director Report** –

- a. **Parks and Recreation Report** – The Duck House needs attention. The bathrooms had a leak due to recent weather changes. The pool deck is getting a new finish for the safety of the patrons.
- b. **Capital.** Renly spoke on some future needs and items needing replacement. Costs for the sewer camera were higher than anticipated. More investigation is needed to see if more economical solutions can be made. Grinder for the trees came in cheaper. Road maintenance schedule is being finalized.
- c. **Tree Plantings.** Residents are calling City Hall and DPW wanting their tree replaced in the parking at the City’s expense. Staff have some money set aside for replanting and will have to increase the 2019 budget to compensate for the ash tree removal.
- d. **AMI Project (Placeholder)** – Sperry and Rigg gave an update. Country routes are nearly finished leaving 15 to be replaced and another 1,000 throughout the whole service area.
- e. **Updates on water wells** – Communication with the DNR on the mixing plan continues.
- f. **Summer Help.** The City is expecting all of last seasonal employees to return. There was discussion on how this is to be presented to the committee in the future. Rigg stated that the policy manual says for budgeted non department head positions the committees are to be informed of job advertisement.

## 10. City Engineer Report

- a. **Westfield Meadows & Windmill Ridge (Placeholder)** – Nothing to report
- b. **WWTP (Placeholder)** – Funding paperwork is progressing. Start date is expected mid-May.
- c. **Franklin/Jackson/Kinsey reconstruction** – the Committee discussed that private individuals could construct their own sidewalks and driveways. There are standards they have to meet and they have to wait until the engineer and contractor set the elevations for the sidewalks and curbs. Curb line and gutter has to be done under the contract.
- d. **Westside Booster Station** – No new updates. Waiting on comments.

## 11. WPPI Report.

- a. **Written report.** A local business is likely not going to move forward on that solar project at this time but staff will continue to work with them and their needs. We have been in contact with local business to set up a meeting to and introduce our new Municipal Services Director. WPPI assisted in getting some LED lighting in the building inspector’s office at City Hall. Neeley met with a local small business to help them with some LED upgrades. Neeley met with staff to update our billing form to meet PSC requirements. Neeley and staff continue working with the school district to go over their energy concerns.
- b. **Donation to SADD After-Prom Party.** The committee typically does not offer the same grant money to the same charity every year. The committee tends to spread the funding around. Last year’s donation was \$1,000. Motion was made to provide \$500 donation for 2018 with the understanding this donation will not happen for a few years

again. Brooks/Ladick. Motion approved 2-0 upon roll call. Ladick asked for Youth Center field trips be brought up next month.

**12. Old Business**

- a. **MUTCD and ADA Sign Compliance.** Inventory of signs has been complete. Proper installation of breakaway posts was discussed. New storage system needs to be created. More Stop and No Parking signs were ordered.

13. **New Business.** Renly made mention of some curb failures due to how cuts or lack of cuts were made by contractors in newer parts of the community. No official position or action was taken, just information given to committee and staff.

14. **MEUW Safety.** The safety training program was discussed by the Committee. There have been changes in staff but those changes should not affect the City's current safety training program.

**15. Upcoming Meeting Date.** May 29, 2018 at 5:00 pm.

**16. Motion to adjourn.** Brooks/Ladick. Motion passed 2-0 at 7:01 p.m.