

**Municipal Services Committee**  
Regular Meeting  
Tuesday, May 29, 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, Cole and Ladick were present. Also present were Sperry, Hurtley, Renly, Rigg, Sergeant, Neely, Berquist and residents.
3. **Civility Reminder.**
4. **Agenda.** Motion to approve the agenda as presented. Ladick/Cole. Motion passed 3-0.
5. **Minutes.** Motion to waive the reading and approve the minutes as printed from the April 24, 2018 regular Municipal Services meeting. Cole/Ladick. Motion passed 3-0.
6. **Citizen Appearances.** None
7. **Customer Concerns.**
  - a. **13-2900-00.** Credit of \$126.74 was determined. Ladick / Cole. Motion passed 3-0 upon roll call.
  - b. **13-4095-06.** Credit of \$35.93 was determined. Cole / Ladick. Motion passed 3-0 upon roll call.
8. **Administrative Staff Report**
  - a. **Land division to create two lots on parcel 6-27-580.001 at 210 Cemetery Road.**

This was a repeat of prior division that was not finalized. Sergeant wanted to go back through the process given the time lapse. Connection to City Sanitary will happen after development occurs around parcel. Ladick / Cole. Motion to approve land division passed 3-0.
  - b. **Land division to create two lots on parcel 6-27-958.091A1 on Brown School Road.**

This is a division of a lot with 3 intended buildings. One lot will have one building and the other will have two. Parking easements have been made as part of the division. Still meets landscape requirements. Ladick / Cole. Motion to approve land division passed 3-0.
  - c. **Billing audit** – Rigg gave an update on the billing audit. There was a small amount owed to customers through small errors in taxing or other items. Most errors were customers owing the utility due to not be charged the right rates. Mainly time of day off-peak was applied without time of day on-peak rates to balance the other 12 hours. The City is owed \$28,000 by nearly 30 customers while owing \$850 to nearly 20 customers. The Committee suggested offering the same method of correction as Lake Mills. The time allowed to create the owed amount shall be used to determine payment schedule. Any bill \$40 or under would be paid in full. All amounts owed to customers will be credited immediately after 2<sup>nd</sup> confirmation of amount.
  - d. **10 Year CIP.** Committee reviewed 10 year capital plan to assess any needed changes. Rigg said that generators for 2019 can come out as they are being done in 2018. The

energy efficiency program should be the charging stations for \$10,000 with \$5,000 from grants. Brooks asked for a re-ranking of the top ten streets needing repair. Committee will reassess this the next few months going into 2019 budget.

- e. **CMAR.** Motion to recommend to Common Council resolution 2018-16, Resolution Documenting Review and Approval of the 2017 Compliance Maintenance Annual Report. Brooks / Cole. Motion passed 3-0.

## 9. Director Report –

- a. **Parks and Recreation Report** – Grass seed has been planted at Westside Park. Mowing has begun. Summer help started the 21<sup>st</sup>. Bathrooms had some repairs due to weather changes and pipes freezing.
- b. **AMI Project (Placeholder)** – Sperry gave an update. There are 884 meters left to replace in electric. Sperry asked about how many auto disconnect meters to install or order. Committee suggested following the same pattern as before. The meters in hard to reach or read places, customers who are routinely disconnected, fenced off areas and other locations that create difficulties get auto disconnect meters.
- c. **Updates on water wells** – Communication with the DNR on the mixing plan continues. Consent letter is to be signed and sent in to the DNR.
- d. **Grounds, Equipment and Buildings.** Renly reported on the sewer camera costs. There was little difference in price. More discussion on shared equipment occurred. Use of County crack filler or the City buying one occurred.

## 10. City Engineer Report

- a. **Westfield Meadows & Windmill Ridge (Placeholder)** – Berquist reported that Berg filled and seeded some areas and there are still some minor ponding issues.
- b. **WWTP (Placeholder)** – Mobilization will occur June 1.
- c. **Franklin/Jackson/Kinsey reconstruction** – Full scale start is the following Monday. Site prep work this week. Removal of concrete at the Bauer property on East Main had started.
- d. **Westside Booster Station** – Committee reviewed the booster station options from Town and Country Engineering. The Committee discussed the merits and methods of payment for improving water pressure in the west end of town and future area of development. The Committee agreed that the likely scenario is the City would build the infrastructure and use new users as well as charges to developers to pay the majority of the costs. Motion to accept the study and recommend the construction of a booster station was made. Brooks / Ladick. Motion passed 3-0.

## 11. WPPI Report.

- a. **Written report.** Use of car charging stations was discussed. The Chamber of Commerce is in support of installing a station. Renly asked that conduit should be installed at the Montgomery Court Parking lot for future car charging stations. Neely continues to meet with local residents needing assistance with energy conservation or having questions about their bills. The utility and school district continue to work at

finding funding opportunities for energy efficiency and implement such changes. New construction design program is being utilized by a local businesses under construction.

- b. **Donation to Evansville Youth Center.** Motion was made to provide \$500 donation for 2018-19 Youth Center field trips. Ladick / Cole. Motion approved 3-0 upon roll call.

## **12. Old Business**

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

- 13. **New Business.** Rigg mentioned that there will be some changes to pay levels and staffing in 2019. Experience will determine pay levels as titles will start to go away. Hurtley discussed interested property owner and their issues with voluntary annexation for utility connections.

- a. **EIT.** The Energy Independence Committee met and the major items of discussion was incorporating a car charging station discussed earlier.

## **14. Upcoming Meeting Date.** June 26, 2018 at 5:00 pm.

- 15. **Closed Session.** Motion to convene in closed session pursuant to section 19.85 (1) (e) of the Wisconsin statutes to discuss specific obligations that are due the city, which might entail discussion regarding obtaining public property or payment, where discussion in open session would negatively impact the city's competitive or bargaining position. Upon completion, Municipal Services Committee will not reconvene in open session. Brooks / Cole. Motion passed 3-0 upon roll call. The Committee dispersed at 7:27 p.m.