

Municipal Services Committee
Regular Meeting
Tuesday, June 30, 2020 5:00 pm

Due to social distancing guidelines this meeting will be conducted via web conference at: meet.google.com/azn-xmxx-fyf. The public may also use the teleconference option at +1 (650) 449-9224 then enter conference pin: 781 905 326#

MINUTES

1. **Call to Order.** Brooks called meeting to order at 5:00 pm.
2. **Roll Call.** Brooks and Ladick were present. Also present were: Rigg, Lindroth, Berquist, Renly, Roberts, and members of the public.
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 May 26, 2020 regular Municipal Services meeting. Ladick / Brooks. Motion passed 2-0.
6. **Citizen Appearances.** None.
7. **Customer concerns.** Discussion and possible motions for billing adjustments.
 - a. **Uncollectable Bills.** Rigg presented a list of bills that were uncollectable. Rigg explained a large number of them could not be sent to debt collection due to not having service applications with proper information. This is one reason why staff are stepping up asking for service applications and using our ability to disconnect to gain compliance in some cases. Motion to approve the waving of uncollectable bills as listed in the amount of \$13,528.91. Ladick / Brooks. Motion passed 2-0 on roll call.
 - b. **Sewer Credits.** None were presented.
 - c. **Yard Lights.** Rigg said there was an issue with the unmetered yard light charges on one account. That has been fixed and the rest are being reviewed to know if it was isolated or not.
8. **Director's Report**
 - a. **Sewer Backup.** Renly spoke on the inspection process along Liberty Street. Rigg said that they sent information regarding the inspection results and prior communications with the previous owner to the current property owner requesting support from the City. There were no signs of sewer main malfunction that would have contributed to the clog of grease that caused the back up. Rigg mentioned that Renly and he will look into what more stringent codes for grease separation may look like. Renly stated that they are now adding chemicals to key areas to reduce grease formation in the mains.
 - b. **Parks and Recreation Report.** Park Roads will be closed at 6:00 pm on the 4th of July. Police will shut them down and reopen in the morning to avoid traffic issues at the park during the private fireworks display and reduce the potential for damage. Added trash receptacles were installed with the expectation of increased visitors walking to the park.
 - c. **AMI Project** (Placeholder). AMI Meter counts remain mostly the same due to COVID restrictions. Rigg said now that the moratorium is being lifted new letters asking the

remaining customers to fix their electric service will be sent out starting the clock for compliance.

- d. **Lake Leota Dam EAP/DFA Update.** Engineers ran two different models for the DFA. One model showed a higher elevation of flooding at a 500 year event. The DNR will accept the older model and this is good for 20-40 years. Renly said the City has the grant for the dam repair and may want to add the section that included the gabion baskets. Last winter a section failed causing a serious problem to the integrity of the dam and bridge. This will be added to the project given we have 50% covered by the grant.
- e. **Bridge Inspection.** Nothing to report.
- f. **Road Safety Report.** Renly presented the report to the Economic Development Committee and is waiting to hear back on a date with the Chamber of Commerce regarding parking in the downtown.
- g. **Substation Update.** The new station should arrive July 27th. City crews will install the substation. They are ordering all new parts and those parts upon inspection that are salvageable will be kept as spares or used in future projects.
- h. **5G Installation Update.** Renly said this is wrapping up with final drawings.
- i. **Electric Foreperson.** Renly said that Kerry Lindroth accepted the position as Foreperson. Rigg said they decided to promote from within after Lindroth had a chance to experience the position.

9. City Engineer Report

- a. **Sub-division/development updates.** Berquist said he is working with developers to go over certain expectations in completing some projects and starting others.
- b. **Water Booster.** Rigg and Berquist recapped the issues with water pressure to the west side of town in the next two areas of potential development. The area in discussion was by porter road where a 6 acre section will not meet code for water pressure due to elevation. Berquist meter with another Wisconsin municipality and will conference with other Minnesota municipalities that use a different type of booster pump rather than station. Berquist also suggested there could be other alternatives like private wells or grading 21,000 cubic yards of dirt to get to the proper elevation for water pressure. More discussion will occur next meeting as Berquist puts together a report on these options.
- c. **Inflow and Infiltration Study.** Not much has occurred. There still has not been a large enough wet period to truly measure the system.

10. Administrative Staff's Report

- a. **Water softener program.** Rigg had nothing to add at the moment.
- b. **Moratorium and DPA.** Motion to adopt temporary changes to policy and procedure regarding payments agreements and late fees as listed in the memorandum. Brooks/Ladick. Motion passed 2-0 upon roll call.

11. WPPI Report

- a. **Recharge Program.** The City has \$9,200 to provide the community in a variety of ways that are impactful during this crisis. Brooks went through a series of suggestions by multiple sources. Committee agreed to provide \$920 to ten organizations (Friends of Eager Free Library; Evansville Education Foundation; FFA Alumni; VFW; ECP; Boy Scout Troop 514; Chamber of Commerce; Lions Club; BASE; and the Youth

Center) that have not been able to fund raise as previously expected due to COVID. Motion was made to approve spending the funds as agreed. Ladick/Brooks. Motion passed 2-0 upon roll call.

- b. **Written Report.** Neeley presented a written report to the Committee and will be leaving WPPI next week. The report details Neeley is processing rebates for local residents. Because of the Covid19 pandemic, WPPI and the City is unable to run the lineworker appreciation coloring contest and were also unable to distribute the “If I Were a Lineworker” books to the school. These promotions could be run this fall or next spring. City staff have a list of promotional ideas from WPPI Energy and is ready to go whenever the utility and school are ready to run these promotions. Neeley will be reaching out to the School District, Stoughton Trailers, Baker Manufacturing and VP Bluescope this week to say goodbye to staff and to give them the contact information of people who will be working to fill in before his replacement is hired. Our Public Power scholarship for 2020 was awarded Breanna Sendelbach and Neeley made a video presentation for the awards show to honor her accomplishment.
- c. **Other.** Brooks mentioned he was brought forward to be on the APPA Policy Maker Council leadership track.

12. Old Business. None.

13. New Business. Rigg mentioned the Mayor is considering Gene Lewis to fill the vacancy left by Senn.

14. Reminder. Upcoming Meeting Date, July 28, 2020

15. Adjourn. Motion to adjourn. Ladick/Brooks. Motion approved 2-0 at 6:04 p.m.

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.