

NOTICE

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#

AGENDA

1. Call meeting to order.
2. Roll call.
3. Civility Reminder.
4. Motion to approve the agenda as presented.
5. Motion to waive the reading and approve the minutes as printed from the May 26, 2020 regular Municipal Services meeting.
6. Citizen Appearances other than agenda items.
7. Customer concerns. Discussion and possible motions for billing adjustments.
 - a. Motion to waive uncollectable accounts as listed.
 - b. Discussion and possible motion on pre-Resolution 2020-15 pool fill sewer credits
8. Director's Report
 - a. Sewer back up in private residence (follow up)
 - b. Parks and Recreation Report
 - c. AMI Project (Placeholder)
 - d. Lake Leota Dam EAP/DFA Update
 - e. Bridge Inspection
 - f. Road Safety Report
 - g. Substation Update
 - h. 5G Installation Update
 - i. Electric Foreperson Position
9. City Engineer Report
 - a. Sub-division/development update
 - b. Water booster station options
 - c. Inflow and Infiltration Study
10. Administrative Staff's Report
 - a. Water softener program (Placeholder)
 - b. COVID Moratorium – Motion to adopt temporary changes to policy and procedure regarding payment agreements and late fees.
11. WPPI Report
 - a. Community Recharge Program – Motion to approve application of funds
 - b. Written Report

12. Old Business

13. New Business

14. Upcoming Meeting Date, July 28, 2020

15. Adjourn

James Brooks, Committee Chair

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Municipal Services Committee
Regular Meeting
Tuesday, May 26, 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, Hurlley, Renly, Roberts, Sergeant, Neely, 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 April 28, 2020 regular Municipal Services meeting. Brooks noted an error on Section 9A that plastics should read PVC and the misspelling of ductile iron. Ladick / Brooks. Motion passed 2-0.
6. **Citizen Appearances.** Residents at 411 Liberty Street were in attendance. They spoke on the sewer back up that occurred on Friday, May 22, 2020. There was damage to the carpet and the base of their walls in the finished basement. Renly said that the crews noticed a grease ball clogged the sewer line. There is no one point of origin that can be found for this grease clog. Rigg asked the crews to video the whole line to check for any concerns in the sewer main. Brooks stated that typically the City does not pay for repairs or clean up unless there is a question on maintenance, our actions or structural failures. Brooks asked the department to do some more investigation and the residents to send their invoices for next meeting at which time it will be discussed again.
7. **Customer concerns.** Discussion and possible motions for billing adjustments.
 - a. **Sewer Credits.** Motion to approve credits as presented by Administration in the amount of \$115.50. Senn/Brooks. Motion passed 2-0 on roll call.
 - b. **Uncollectable Bills.** Rigg presented a list of bills that were administratively waived due to the amounts being too small to process. Rigg also presented a sheet of larger bills for next month that are much larger but cannot be collected through debt collections, tax assessment or other legal barriers.
8. **Director's Report**
 - a. **Parks and Recreation Report.** Park bathrooms are open. Summer help has started. Renly ordered "Away with Geese" system for about \$2,800. Renly spoke with other communities using the system and they reported success in reducing the population.
 - b. **AMI Project (Placeholder).** AMI Meter counts remain mostly the same due to COVID restrictions. One more electric upgrade has been ordered leaving only 2 meters in question. Rigg stated that once the moratorium is lifted, new notices will be sent. Some

service upgrades may be hampered due to COVID and contractor availability right now.

- c. **Lake Leota Dam EAP/DFA Update.** No updates on the DFA. The dam grant was received by the DNR and is ready for ranking.
- d. **Bridge Inspection.** Nothing to report.
- e. **Road Safety Report.** Renly went over the road safety report that was complete on Friday May 22, 2020. The report shows the need to redesign a few intersections and make alterations to parking along Main Street from 1st to Maple Street. The committee accepted the findings and asked Renly to present this in a shorted report to the Economic Development Committee.
- f. **Substation Update.** The timeline for the new station has been moved to mid-July. Renly and Lindroth spoke about how our crews installing the new substation would be a good learning opportunity with the engineers present. Brooks asked if the MEUW safety training officer would like to visit the location, Renly would ask. The cost to contract the installation is about \$39,000 and if the City does the installation it would be \$13,000 plus labor costs.
- g. **Electric Mowers.** Renly reported some of his findings from testing and evaluating the efficiency of going to electric mowers. There is evidence to suggest that going to an electric mower would save the City operational costs while creating a larger upfront capital costs. The committee would like Renly to proceed and present this within the 2021 budget for further discussion.
- h. **PVC Water Mains.** Renly said that he has a meeting with a representative of a PVC pipe company to discuss with staff how to thaw frozen PVC water mains. What tools are needed to thaw out a PVC pipe needs to be considered. The Committee had no other issues with using PVC. Rigg confirmed with the Committee that if Renly is satisfied with the options available for thawing a frozen PVC, the City can incorporate PVC in its development plans moving forward. The Committee affirmed.
- i. **5G Installation Update.** Renly said that he is ready to submit the applications and contracts to the next step. Sergeant asked if the poles could be moved inward from the corner for pedestrian crossing and visibility.
- j. **Flood Control.** Renly informed the committee the City should remove a tree at no cost to a private property owner because is now laying in Allen Creek. As part of flood control the crews would just drag it out of the creek, cut it up, and then haul it away.
- k. **Electric Territory.** Renly said that Alliant wants to give the City a small part of its territory. One utility customer is 5,000 feet away from the next Alliant customer but 500 feet from an Evansville electric customer. Alliant needs to replace the line and the costs are too large to justify keeping the customer. Renly said he was going to pursue it but it would have to go through the Public Service Commission first. The Committee took no formal action but agreed with Renly's decision, noting that Alliant would pay for the installation costs.

9. City Engineer Report

- a. **WWTP (Placeholder)** –Berquist said this can come off now the project is finished.
- b. **Sub-division/development updates.** Berquist reported that the end of Badger Drive is being rebuilt into a hammer head style intersection. Staff looked at an in ground booster station for water. Baker manufacturer makes these types of boosters.
- c. **Inflow and Infiltration Study.** Not much has occurred.

- d. **Sidewalks.** Berquist said that they received only one bid for sidewalk replacement in 2020.

10. Administrative Staff's Report

- a. **Water softener program.** Rigg had nothing to add at the moment.
- b. **Resolution.** Motion to recommend to Common Council Resolution 2020-15, Fee Schedule – Sewer Credits. Rigg stated that he tried to take previous conversations at the time the ordinance was being drafted and incorporate them into the fee schedule. Rigg also noted that this resolution would negate much of the Committee's voting on sewer credits moving forward. Brooks made a few suggestions in regarding the terms and language within the resolution. Ladick/Brooks. Motion passed 2-0.
- c. **10 Year CIP.** Rigg gave a quick outline of the current Capital Plan and its impact on the budget and tax base. Rigg asked that the City Engineer re-evaluate the amount of impervious surface certain business have to determine the City's total ERU count so future rates can be set accurately.
- d. **Moratorium and DPA.** There is no news to report. MEUW has asked the PSCW to end the moratorium soon. Brooks said he will be getting an update in the following morning.

11. WPPI Report

- a. **Recharge Program.** Brooks stated that the City has \$9,200 to provide the community in a variety of ways that are impactful during this crisis. One suggestion was giving it to some non-profits that are losing money due to events being canceled. Neely said that some communities are creating small business loans with the funds. The Committee will review and discuss further next meeting.
- b. **Rate Stabilization.** Brooks said that WPPI is looking to use form funds to slow the high demand charges from increasing during the COVID crisis.
- c. **REO Settlement.** WPPI was a plaintiff in a 2016 lawsuit that resulted in a 2019 judgment. The money will be used to assist in lower on demand charges during the summer months.
- d. **Written Report.** Neely did not present a written report. Neely spoke on the Recharge Program and a meeting the following morning to discuss returning back to work in the office.

12. Old Business. None.

13. New Business. Rigg mentioned Kerry Lindroth is now the acting Foreperson for the Electric Department. The City will resubmit advertisement for the position in the coming month. Committee and staff thanked Jon Senn for his service on the Municipal Services Committee.

14. Reminder. Upcoming Meeting Date, May 26, 2020

15. Adjourn. Motion to adjourn. Senn/Ladick. Motion approved 3-0 at 6:27 p.m.

James Brooks, Committee Chair

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Account	Balance	Final Bill Date	Notes
22-****-03	\$ 1,328.72	2/6/2018	No Info
23-****-00	\$ 1,987.41	2/29/2020	No Info
24-****-14	\$ 609.82	8/20/2019	No Info
24-****-13	\$ 561.44	6/16/2015	No Info
24-****-00	\$ 1,380.90	5/28/2019	No Info
25-****-00	\$ 365.66	2/20/2017	DECEASED
25-****-02	\$ 709.93	11/5/2015	No Info
25-****-00	\$ 130.52	10/13/2016	No Info
25-****-02	\$ 318.33	8/31/2017	No Info
25-****-03	\$ 173.57	3/1/2018	No Info
25-****-03	\$ 265.10	6/13/2017	No Info
25-****-12	\$ 26.16	3/8/2017	No Info
25-****-13	\$ 53.92	5/16/2017	No Info
25-****-13	\$ 335.69	8/3/2017	NO Info-SS# INVAILD
26-****-01	\$ 197.18	10/31/2019	NO INFO
26-****-06	\$ 78.91	6/3/2019	NO INFO
26-****-01	\$ 446.73	4/30/2018	NO INFO
26-****-00	\$ 295.56	12/13/2016	NO INFO
26-****-03	\$ 538.89	1/13/2020	DECEASED
26-****-04	\$ 124.56	6/2/2017	NO INFO
26-****-05	\$ 435.48	2/29/2020	DECEASED
26-****-06	\$ 1,349.50	4/1/2020	Bankruptcy
26-****-04	\$ 250.75	7/31/2019	NO INFO
26-****-06	\$ 411.88	9/17/2018	NO INFO
26-****-01	\$ 26.24	5/23/2016	Too Small for SDC
26-****-03	\$ 24.05	2/1/2020	Too Small for SDc
26-****-06	\$ 494.91	7/31/2015	NO INFO
26-****-02	\$ 447.73	3/6/2015	NO INFO
26-****-02	\$ 159.37	9/26/2016	NO INFO
	\$ 13,528.91		



City of Evansville

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(608) 882-2266

June 30, 2020

To: Staff and Utility Customers
From: Municipal Services Committee
Re: COVID 19 Moratorium Response

In response to the Public Service Commission of Wisconsin's (PSCW) moratorium extension due to the COVID – 19 crisis ending July 15th, 2020, the Municipal Services Committee finds that certain policies regarding late fees, payment arrangements and qualifications for payment agreements must be changed to meet the PSCW's guidance and intent moving forward. These temporary changes are formally adopted as of June 30th 2020 and shall end October 31, 2020. On November 1, 2020 all prior policies will be fully reinstated.

To accommodate the PSCW's recommendations, guidelines and approach to this crisis the City of Evansville utilities shall provide to all customers:

- A Deferred Payment Agreement regardless of payment history, amount due, residency status, or if commercial.
- All agreements shall require 50% down payment of current amount due with the other 50% paid off over the course of 3 months in addition to all current bills paid in full.
- All agreements end October 26th, 2020.
- All late fees shall be held in abeyance ending October 31, 2020. This does not include the fees, fines or penalties associated with tax assessment.

All other policies, services, tariffs and standards not altered by the above action items shall remain in full effect.

In response to COVID 19 and the promotion of social distancing to reduce spread of the virus:

- All online payment fees shall continue to be free of charge to all customers through to 12-31-20.



PSC Provides More Information on Ending Utility Disconnection and Late Payment Fee Moratorium

By Curt Witynski, Deputy Director, League of Wisconsin Municipalities

On June 26 the Wisconsin Public Service Commission (PSC) issued an [order](#) providing municipal utilities with more detailed information about ending the COVID-19 related moratorium on service disconnections and charging late payment fees.

The Order specifies the following:

Disconnection or Refusal of Service. The Commission determines that a reasonable balance for both utilities and customers is to lift the temporary prohibition against disconnecting or refusing service and allow utilities to issue disconnection notices on July 15, 2020, with a minimum 10-day window so that the first date of disconnection would occur on or after July 25, 2020. Under normal circumstances, utilities may, but are not required to, disconnect service for nonpayment pursuant to the requirements of the Wisconsin Administrative Code. Therefore, a utility may commence issuing disconnection notices on July 15, 2020, or it may roll out a phased approach based on thresholds as required by operational conditions and constraints, as long as the approach is nondiscriminatory.

Refusal of Service for Failure to Provide Documentation of Residency or Identity. The Commission finds it reasonable to lift this provision as follows. With regard to an existing customer who has failed to provide documentation of residency and identity, a utility may send a disconnection notice beginning on July 15, 2020, and may disconnect service beginning on July 25, 2020. With regard to a new customer requesting service, a utility may refuse service for failure to provide documentation of residency and identity beginning on July 25, 2020.

Deposits. The Commission finds it reasonable to lift the suspension on customer deposits effective July 31, 2020. The Commission determines that continuing this temporary provision until the end of July will provide customers with time to become aware of the lifting of the provision and bring past due balances to their accounts current to avoid being required to make a deposit.

Late Payment Fees. The Commission finds it reasonable to lift this temporary provision effective July 15, 2020. Late fees imposed after this provision is lifted may only be assessed on amounts incurred on or after July 15, 2020. The Commission further finds it reasonable to provide that, beginning July 15, 2020, utilities may elect to continue to waive late fees in a non-discriminatory manner until December 31, 2020, notwithstanding any tariff provision to the contrary. Utilities that elect to continue to waive late fees shall notify the Commission of their plans for waiving fees.

Landlord Requested Termination of Municipal Electric Services. The Commission finds it reasonable to lift this temporary provision effective July 25, 2020, consistent with the first available date the Commission sets for utilities to disconnect service for nonpayment. The termination of this provision ends the Commission's tracking of this requested activity.

Credit Card Convenience Fees. The Commission finds it reasonable to lift this temporary provision as follows. Utilities that have received authorization to waive credit card convenience fees through the process set forth in the Commission's order of March 24, 2020 in this docket shall resume charging such fees effective December 31, 2020, except that such utilities may choose to resume charging such fees at an earlier date upon submission of a request to the Commission.

Deferred Payment Agreements. The Commission finds it reasonable to lift the temporary provisions relating to DPAs effective August 15, 2020. A utility must offer a DPA to any customer unable to pay their bill in full until August 15, 2020. Following that effective date, a utility may decline to offer a subsequent DPA or initiate a process to disconnect service if applicable without offering a subsequent DPA, unless a residential customer has had a significant change in ability to pay since the previous, defaulted DPA was established. Pursuant to the specific requirements and procedures established in the Wisconsin Administrative Code regarding DPAs, if a residential Docket 5-UI-120 10 customer has not defaulted on a DPA, the utility shall offer a DPA. As of August 15, 2020, utilities may, but will no longer be required, to offer DPAs to commercial customers.

For the Municipal Services Committee's Consideration:
Possible Proposals for Community Recharge Funds

1- Relief for Community Non-Profits

Several non-profits have been unable to conduct fundraising this summer. These agencies have cancelled fundraisers that we know of

- Friends of Eager Free Library- Ice Cream Social
- Evansville Education Foundation-Strawberry Festival
- FFA Alumni-July 4
- VFW- Memorial Day
- Evansville Community Partnership- July 4
- Boy Scout Troop 514- July 4
- Chamber-Raffle

Suggestion is for direct relief for these agencies as they will spend the funds locally in Evansville. \$1314 each if no others are identified.

2- Chamber Bucks support

Suggestion is to incentivize purchase of Chamber Bucks to be spent in Evansville. Sturgeon Bay is giving \$25 match for a \$50 purchase in those denominations only with a limit of four \$25 per household. \$9200 would buy 368 matches, generating \$18,400 in outside spending

3-Hybrid

Match private contributions to local agencies. Create a fund for donating to the agencies above (possibly include Creekside Place, AWARE, or Care Closet) and match donations up to either \$9200 or \$18400 and divide equally among any listed agency. Making stipulated donations adds an unacceptable layer of bookkeeping