

NOTICE

Municipal Services Committee

Regular Meeting

Tuesday, March 30th, 2021 at 5:00 pm

Due to social distancing guidelines this meeting will be conducted via web conference at: meet.google.com/wje-xuct-mbr. The public may also use the teleconference option at +1 (315)-801-9407 then enter conference pin: 863 831 330#

MINUTES

1. Call meeting to order.

Brooks called the meeting to order at 5:00 pm

2. Roll call.

Committee Chair Jim Brooks and Gene Lewis were in attendance. Also present were: Amy Wanek, Brian Berquist, Donna Hammett, Dale Roberts, Kerry Lindroth, Mayor Bill Hurtley, Chad Renly & Jason Sergeant.

3. Civility Reminder.

4. Motion to approve the agenda as presented.

Brooks requested to move item 10 to follow item 7 on the agenda.
Lewis/Brooks Motion Passed 2-0

5. Motion to waive the reading and approve the minutes as printed from the February 23rd, 2021 regular Municipal Services meeting.

Lewis/Brooks Motion Passed 2-0

6. Citizen Appearances other than agenda items.

- None

7. Review of sanitary sewer billing adjustments. (Jan, Apr, Jul, Oct)

Update will be provided at next month's MSC meeting.

8. Director's Report

a. Parks and Recreation Report

Renly stated that the Park Board discussed a disc golf tournament and a movie night that is in the process of being planned, no specific dates have been given. Renly said that the Bird City designation was awarded to the city and is its 20th year of being a Bird City. Renly also talked about soccer clubs from Dane County expressing interest in using the City's fields for games. This is not an unusual request and should not have any effect on scheduling of the fields. Renly also said they would be working on the pool and doing a test fill in the next week to see if the leak was resolved.

b. Emergency Action Plan Addition - Load Shedding (Placeholder)

No change

c. Water Rate Case

Renly said that he had not heard back from Johnson Block since their last virtual meeting. Brooks recommend that Renly reach out to them to see where they were at and what steps needed to be completed next.

d. AMI Project (Placeholder)

(1) Current AMI count remaining- Elec: 0 Water: 275

(a) Meter Replacement Letters

Renly wanted to know how the Committee felt about sending letters out for water meter replacement appointments again as more residents and staff become vaccinated. The Committee felt that sending letters out would be a good idea and to provide residents with three different timing options to schedule their AMI replacements.

e. Lake Leota Dam Repair Update (Placeholder)

• Sound Testing

Renly said that the sound testing was completed and that some additional areas of damage were discovered that were hollow in sound behind prior years of repair. It's currently uncertain what the cost estimate will be with these new areas as they are still working on dialing in the final numbers. Renly stated that there is a chance that the estimate may exceed the original \$300,000 estimate. Renly wanted to know how the Committee would like to proceed if the numbers came back higher due to the new information. Renly stated that as of right now the options would be to come up with the additional funds or back out of the current approved grant and re-apply next year but with no guarantee of future approval. Lewis stated that he would rather see the dam repaired than chance losing out on the funds that we currently have guaranteed. Brooks asked how the additional expense would be paid for. Renly said his thought would be to split the current creek wall project into two projects and use part of those funds to pay for any additional work that is required. The Committee agreed that coming up with funds from the creek's walls would be an appropriate funding source if required. Renly will work with Kendall on obtaining numbers for splitting the cost of those areas.

f. West Side Park Progress (Placeholder)

Mayor Hurtley stated that the City received 10 bids for the park RFQ. More information will be coming soon about how we will proceed in the selection process.

g. Bridge Inspection Update

Renly reported that the bridge inspections were completed. There were several comments made but staff had already resolved most of them. The two remaining items will need to wait for when the asphalt plants are open and when we hire out for chip sealing. Once those last two items are completed the DOT records will be updated to show them as completed.

h. Municipal Services building expansion progress report.

• Bonding Requirements

Renly stated that this topic is no longer an issue based on comments from Mark Kopp. The requirements for bid bonds were kept in the specifications as an added protection for the City. Renly's initial concern was that it may dissuade some contractors from bidding.

- **Current Schedule**
Renly reported that the schedule is currently as follows:
First ad March 31st
Second ad April 14th
Bid opening April 21st
May 11th Council approval if needed
May 24th Possible start of construction.
- **Cost & Material Availability Update**
Renly stated that due to the shortage and the high cost of steel an additional alternate bid was placed to extend the deadline of the project into next year. The goal is to see if this would help reduce overall costs. Overall, there will be 3 alternate bids. 1. Deduction of the wash bay equipment. 2. Deduction of the overhead crane. 3. Extension of the substantial construction completion date to 2022.

i. **5G Installation – Update**

- **Motion to recommend that Common Council approve the Pole Attachment Agreement**

Brooks made the motion to approve with the conditions that section 4.2 of the agreement be changed to refer to the fee schedule instead of listing a specific fee.
Brooks/Lewis 2-0 Motion Passed

- **Discussion and Motion to recommend that Common Council approve the Pole Attachment Fee Resolution**

Renly stated that the current average fee for pole attachments in surrounding communities was \$14 per pole per year. Brooks stated that other states to the south the fee can be in excess of \$21 per pole per year. Brooks made the motion to recommend the fee be \$14 per pole per year.

Brooks/Lewis 2-0 Motion Passed

j. **Dog Park – Update / Cost Increase**

Renly began by saying the original estimates that had been given were below the existing budgeted dollar amount to account for inflation as well as several tree plantings. Since last year the cost of steel has risen 200% resulting in an increase of several thousand dollars. This increase has put the dog park overbudget by approximately \$1,900 without the addition of any trees or other vegetation. Renly said that he is also currently working on dog park rules and will be presenting them at the next Park Board meeting. Mayor Hurtley suggested creating a permit for people that wanted to use the dog park. The Committee suggested that fee should be between \$5 & \$10 and can be purchased along with the dog license that is already required. The Committee agreed that a \$10 charge per year would not be out of the question and should take the information to Park Board for more discussion.

k. **Equipment Purchase Cost Change – Skylift**

Renly said that when he had begun the budget process last year Kerry was working on getting number for the Skylift which originally came back at approximately \$140,000. Renly stated that he had \$150,000 budgeted for this fiscal year to include expected inflation to the next year. When Kerry had gone back this

year the estimate came back at \$191,741. Renly asked them to provide an explanation of such a large difference in cost. The company came back and said they were unsure of what had happened in the original quote but it was not accurate at the time it was originally created. Renly said that the company has offered to take \$150,000 in payment for this year and invoice the remaining balance in FY 2022 when additional funds could be made available. Brooks and Lewis stated that they would like to see if there is anything that the City would be able to do to hold the company to the original quote. Brooks suggested to Renly that he discuss this situation with Mark Kopp to see if there would be any direction that we could take. Renly will provide an update at next month's Committee meeting.

9. City Engineer Report

a. Sub-division / Development Update

Berquist mentioned that things are moving along. Renly said that he had received a call from Bill Albright and discussed the 7th St connection with Porter Rd and would be constructing that connection this spring/summer. The Committee discussed the Porter Rd extension going to the Ranch View Development. Brooks asked if the township was going to be chipping in funds for that section of Road. Mayor Hurtley stated that he would be talking with the township regarding that project. Berquist mentioned that the existing right of way is 80' and is currently constructed off center and the first home to the south of Porter as you leave town heading west is built right on the edge of the existing right of way. More planning and coordination will need to be done for this section of roadway.

b. Inflow and Infiltration Study (Placeholder)

Berquist stated that we have not had an adequate rainfall to conduct the study.

c. Roadway construction & other project updates. (Placeholder)

- First & Second St Projects**

Currently the projected start date for the street projects will be May 1st. Assessment hearings and public information meeting for both the street projects as well as the sidewalk projects will be on April 13th.

- 6th & Badger Roundabout**

- Sidewalks**

Berquist reported that the work on the Sidewalks for Madison, Maple & the 6th St round-a-bout would be starting around April 19th.

10. Administrative Staff's Report * Discussed after item 7*****

a. Non-Collectable Utility Accounts Review (Placeholder)

Hammett talked about the DPA mailers that will be sent out to customers on April 1st. Hammett stated that there are currently 186 accounts past due. Hammett also mentioned that the temporary changes made last month in the tariff did not require the PSC's approval.

- Motion to approve the outstanding electric account write-offs in the amount of \$3,601.73**

Hammett said that these accounts were either outside of our ability to place onto tax roll and/or we did not have the required information to send the accounts to State Collections. Brooks/Lewis 2-0 Motion Passed

11. WPPI

- a. Amy Wanek – ESR Report**
- b. Motion to recommend that Common Council adopts the changes to the tariff for the Choose Renewable Program.**

This will be an adjustment to our existing tariff that WPPI will be filing with the PSC on behalf of all of communities that choose to continue participation. The cost of a block of renewable energy which is currently 300 KWh for \$3 will decrease to \$2 per block as renewable energy is becoming more common. Currently we have 115 customers that purchase these blocks. Customers will also have the option to purchase smaller blocks if they purchase 20 or more. This change would be an extension of what we currently offer but will adjust the cost of blocks and how customers are able to purchase them.

Brooks/Lewis 2-0 Motion Passed.

- c. New Loads – NLMP (New Load Market Pricing) tariff change**

We currently have 0 customers that are being serviced under the NLMP Tariff. This is used for specific large new commercial or industrial customers. The only change that will be taking place under this tariff are the minimum limits of energy being used to qualify for NLMP which will go down from 500 KWh to 400 KWh. Brooks stated that this change is for informational purposes and does not require a vote.

- d. Discussion and possible motion for Customer Services & Branding Funds for EV Charger Rebates.**

Wanek said that the City currently participates in an EV charger rebate program that is refunded to the customer. Currently those rebates are paid for by both WPPI & the City at 50% each. We recently had a customer place one in his home and applied for the rebate. Symdon Chevrolet is also looking into placing an EV charging station at their facility and is looking at this rebate as well. For level 2 chargers the total rebate is \$500 and for level 3 chargers the rebate is \$1,000. Renly said that when the rebate came in, we did not have a specific fund line that would cover those costs. Renly said that he had asked Wanek to look into how other communities were paying for these. Wanek's said that several other communities were using their Customer Service & Branding community funds from WPPI to cover those costs. The Committee agreed that this expense would fit that source of funding and put a limit on the fund not to exceed \$5,000.

Brooks/Lewis 2-0 Motion Passed with cap of \$5,000

- e. W&L Sponsorships / Donations discussion and possible motion to approve the amounts for the following areas:**

- Baseball**

Amount undetermined as it was not known how much a specific sponsorship cost. Brooks made the comment to speak with large power users and see if there is interest in partnering with them for sponsorships. Renly will check with Leah Hurtley for the cost of a sponsorship.

- **4th of July**

The Committee discussed the donation of WPPI CTC funds to be donated to the ECP (Evansville Community Partnership) to be used for the 4th of July events.

The original amount brought to the Committee by Renly was \$2,000 and was lowered to \$1,500. Brooks excluded himself from the decision. Lewis approved the amount of \$1,500 to be donated to the ECP.

- **Customer Appreciation**

Renly stated that he would like to use \$2,000 from WPPI community funds to support another customer appreciation event that would be held in September. Due to COVID last years event never happened and Renly would like to see the event move forward this year. The Committee agreed that the Value of Public Power would be an appropriate fund for this event to come from.

- **Others?**

Other opportunities will be discussed at a later date as they come up.

12. Old Business

None

13. New Business

a. 39 W. Liberty – Sidewalk

Renly said they he had a discussion with the owner of 39 W Liberty regarding the upcoming sidewalk project along 1st St. The property owner stated that years ago the City had cut down several large maple trees along his property and that the trucks used cracked several squares of concrete. The public works superintendent at that time stated that if the damaged squares were replaced that the City would cover the cost of replacement. Now that the City is replacing those squares as part of the project, he wanted to be assured that he was not going to be assessed for the damaged pieces. Brooks asked Renly if he had inspected the squares but Renly stated that he did not have the time to look at them yet. Renly said that he would go out there as soon as he was able to inspect them but wanted to get a decision from the Committee if it was obvious that there was impact damage from the City's equipment. Both Mayor Hurtley & Brooks said that if it appeared to be damaged from taking the trees down the City would cover the cost of those.

14. Upcoming Meeting Date, April 27th, 2021 at 5:00 pm

Brooks/Lewis 6:48pm

15. Adjourn

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.